

## Job Posting: Data Analyst

### Who we are

Filantropía Puerto Rico (FIPR) is a philanthropy-serving organization (PSO) connecting philanthropic entities and amplifying their voice and impact in areas of equity, collaboration, transparency, and social justice. As a convener of funders with a grantmaking focus on Puerto Rico, we lead efforts to improve the lives of the marginalized.

### Who we seek

An energetic, curious, creative, detail-oriented, collaborative self-starter, and self-motivated part-time Data Analyst who will work closely with our executive director to conduct research and compile data in a variety of different areas. This individual will be responsible for analyzing data to help shape business strategy, and must have strong writing skills and an eye for detail. The Data Analyst will collaborate with team members to present data that has been compiled in a visually appealing way.

### Responsibilities:

- Collect, curate, process, and organize data for use by the business.
- Find and extract data from various internal and external sources.
- Manage and analyze large amounts of data to answer questions and solve problems.
- Identify and interpret trends and patterns using data sets.
- Generate data reports and create presentations based on findings and recommendations.
- Create dashboards and other visual representations of data.
- Communicate with stakeholders to manage expectations.
- Collaborate with team members to identify, anticipate, and establish analysis that will contribute to the business needs and strategies.
- Work in a fast-paced environment.

### Qualifications

- Be organized. Very organized!
- The highest professional and ethical standards.
- Proven working experience as a Data Analyst or Business Data Analyst.
- Technical expertise regarding data models, database design development, data mining, and segmentation techniques.
- Ability to analyze existing tools and databases and provide software solution recommendations.
- Ability to translate business requirements into non-technical, lay terms.
- High-level experience in methodologies and processes for managing large-scale databases.
- Demonstrated experience in handling large data sets and relational databases.

- Understanding of addressing and metadata standards.
- A self-starter, excited to learn new skills, problem solver (Google is your friend), detail-oriented, able to meet deadlines and handle multiple tasks, and a roll-up-the-sleeves attitude.
- Ability to work both independently and as a team player.
- A critical thinker with excellent writing and editing skills in both Spanish and English.
- Ability to work well in a small office and a remote environment.
- Access to a computer and an internet connection.
- A bachelor's degree
- Absolute fluency in both English and Spanish.
- Experience with philanthropy or non-profits is helpful, but not required.
- Deep interest in advancing sustainability and equity goals.
- Excellent interpersonal skills with the ability to communicate effectively with colleagues, board members, grantees, funding partners, and other stakeholders.
- An open mind and a sense of humor.
- Discretion and sound judgment (i.e., maintaining non-public information in confidence.)
- Mastery of Microsoft & Google suites (including strong spreadsheet skills), Slack, AWeber, Smartsheet and Survey Sparrow, amongst others.

Compensation: The salary is \$25.00 per hour.

Apply by: January 31, 2023, with a cover letter and resume addressed to Richard Córdova (richard@filantropiapr.org.) No telephone or social media inquiries, and we will solely contact those selected for an interview. Please expect to submit sample materials if you are invited to an interview.