



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES JOB DESCRIPTION

DATABASE ANALYST

Join the team!

United Way of Greater Rochester is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving Greater Rochester with your time and talent.

Mission

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

Values

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with *integrity, action, caring, and teamwork*.

Culture Statement

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

Benefits

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, a flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment.

Why apply

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success in making lasting connections.

8/2023

Summary

The Database Analyst works in a cross-functional capacity to perform analysis and create reports using business intelligence tools to enable business insights and decision-making.

Essential Functions

- Using BI tools, generate and automate reports and dashboards from data warehouse and other databases.
- Perform data extraction and list management to support department and organizational needs.
- Provide data analysis of marketing campaigns and key metrics.
- Provide internal support and training to database users.
- Provide BI and Data Management training, as needed.
- Prepare documentation for procedures, processes, and data models.
- Actively participate in establishing and implementing data standards and protocols to manage current data.
- Support data champions with data management processes and data quality issues.
- Stays abreast of the latest and “best-in-class” data technologies.
- Consistently demonstrate the values and mission of the United Way

Skills and Competencies

- High analytical and data aptitude.
- Strong attention to detail.
- Advanced proficiency in Tableau is required.
- Familiarity/experience with Power BI, Visual Studio, and HTML.
- Advanced proficiency in SQL is required.
- Advanced proficiency in Excel and its basic functions such as EXACT, VLOOKUP, CONCATINATE, etc. is required.
- Data visualization and reporting skills are required.
- Experience with Salesforce.com, JavaScript, and Cascading Style Sheets (CSS).
- Experience with relational databases is required.
- Analytical thinker with curiosity and some exposure to data mining.
- Strong communication skills
- Mission and community-focused
- Ability to be flexible and adaptable to change.
- Team player.

FLSA CLASSIFICATION: Exempt

SALARY RANGE: \$60,000 - \$70,000 ANNUAL

REPORTS TO: IT Senior Leader

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Local travel may be required on an occasional basis

Education and Experience

Bachelor's Degree in Information Systems, Computer Science, or related field or equivalent experience. Master's preferred. 2-3 years of relevant work experience in data analytics, reporting, and data visualization.

Interested candidates may [CLICK HERE](#) to apply.

This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided to enable individuals with disabilities to perform essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status, or status as a member of any other protected group or activity.