



Job Description

Data Analyst

DEPARTMENT: Development & Community Engagement

REPORTS TO: Director of Giving and Engagement

NUMBER OF DIRECT REPORTS: 0

STATUS: Part-time, hourly, non-exempt

SCHEDULE: Hybrid — minimum one day onsite per week; must reside in Colorado

MISSION

Foothills Animal Shelter's mission is: Providing support to our surrounding community through education, services that strengthen the human-pet bond, and humane care for the animals we serve.

VALUES

All employees and volunteers are expected to embody the Shelter's Values which are to have honesty and integrity in all that we do, with the following values as our guide:

- **Stewardship:** Assume responsibility and ownership for our actions within our shelter and our community.
- **Positive Culture:** Create a safe, supportive environment for the health, wellbeing, and development of staff and volunteers.
- **Openness:** Nurture an innovative, inclusive, and creative environment that cultivates conversations and relationships that actively work towards the future.
- **Team Oriented:** Build relationships, embrace teamwork, and foster collaboration in pursuit of our Mission.

POSITION SUMMARY

The Data Analyst collects, cleans, transforms, and presents data to support fundraising efforts and operations across the shelter. This position collaborates with the Development and Community Engagement team and teams across the shelter to measure and report on progress and results, support data-driven decision-making, and improve processes and efficiency. The Data Analyst must have the ability to offer consultative support and develop new reports and processes that are accurate, clear, accessible, and replicable. As a member of the Development and Community Engagement team, the Data Analyst will have an active role in meeting current and future fundraising goals in support of the shelter's mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attendance and Reliability

- Maintains regular and reliable attendance, including consistent onsite presence a minimum of one day per week, to support team collaboration and operational needs.

Reporting and Analysis

- Collaborates with the Development and Community Engagement team to create and maintain reporting for fundraising and marketing efforts and provides analysis to measure progress and results and help guide strategy.
- Maintains recurring reporting for a variety of teams across the shelter and supports shelter teams with reporting and analysis needs.
- Identifies opportunities for process improvement and automation.

Fundraising Data Support

- Maintains CRM databases for the development team, including merging duplicates and ensuring data integrity.
- Develops and maintains processes to standardize and improve the quality and efficiency of data entry.
- Prepares lists for marketing communications including email and direct mail.
- Supports the Development and Community Engagement team with data processes to prepare for fundraising events and provides post-event analysis and reporting.

Process Improvement

- Collaborates with colleagues throughout the shelter to identify ways to improve processes and automate where possible.
- Supports colleagues by responding to questions about reports and processes and adapting existing processes in response to changing operations and strategies.

Data Requests

- Serves as the subject matter expert on where and how to pull complex data from shelter databases.
- Extracts, cleans, transforms, and presents data for colleagues for items including but not limited to grant requests, shelter statistics for marketing communications, and ad hoc shelter needs.

Organizational Wellness

- Interacts with volunteers in appreciative and respectful ways, providing guidance and assistance as needed.
- Promotes teamwork by demonstrating a cooperative, flexible, adaptable, and helpful attitude with all staff and volunteers.
- Maintains a positive, solutions-oriented approach to the work environment, looking for opportunities within each challenge.
- Makes recommendations and leads initiatives to improve processes and procedures.
- Provides cross-departmental support to assist other teams as operational needs arise.

Safety

- Promotes and follows all safety guidelines to ensure a safe work environment.
- Takes immediate action to address any safety concern or noncompliance with OSHA safety rules that could put an employee, volunteer, patron, animal, or the organization at risk.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB QUALIFICATIONS

Education and Experience

- Bachelor's degree in data analytics, statistics, business, computer science, or related field. **OR**
- Three years of experience working with complex data sets, including data cleaning, analysis, reporting, and visualization.

Licenses and Certifications

- Must obtain Fear Free Shelter certification within 60 days of employment.

Knowledge, Skills, and Abilities

- Advanced Excel skills, including VBA, macros, and functions such as VLOOKUP/XLOOKUP, FILTER, UNIQUE, SUMPRODUCT, and INDEX/MATCH.
- Basic coding knowledge; VBA preferred; Office Scripts is a plus.
- Experience writing SQL queries.
- Experience working with Power Automate is a plus.
- Experience migrating databases and/or CRM platforms is a plus.
- Ability to extract, clean, transform, visualize, and present data in an organized and meaningful way.
- Ability to communicate complex ideas and methodologies to stakeholders with varying levels of expertise.
- Strong time management and task prioritization skills with the ability to take ownership and initiative, independently problem-solve, and manage multiple tasks and concurrent priorities.
- Strong attention to detail and critical thinking skills.
- Demonstrated ability to provide excellent customer service and interact with the public in a professional and engaging manner.
- Ability to collaborate effectively with individuals of diverse skills, backgrounds, and expertise levels.
- Ability to work in a fast-paced environment and adapt to shifting timelines and priorities.

PHYSICAL REQUIREMENTS

- Ability to sit for extended periods while performing computer-based work.
- Fine motor skills and manual dexterity for keyboarding and operating standard office equipment.

WORKING CONDITIONS

- Hybrid work arrangement with a minimum of one day onsite per week at the Foothills Animal Shelter facility; must reside in Colorado.
- Primarily a desk-based office environment with standard office noise levels.
- Onsite work is performed in an animal shelter environment with regular exposure to noise, odors, animal hair/dander, and common allergens.

EQUIPMENT USED

- Computer and standard office equipment.
- Shelter databases and CRM platforms (e.g., Shelter Buddy, DonorPerfect).
- Microsoft Office Suite, including advanced use of Excel.
- Data visualization and reporting tools.