

Database Analyst

Location(s): Chicago, IL

Education Required: Bachelors Degree preferably in computer science or related field

Position Type: Full Time

Relocation Provided: None

Experience Required: 2-4 Years

Reports to: Senior Program Manager

Position Description:

Y-ME National Breast Cancer Organization is seeking a Database Analyst to lead the planning, analysis, design, implementation, maintenance, and control of Y-ME's databases. The Database Analyst will create both custom and standardized reports, conduct analyses, and provide recommendations for process improvements supported by metrics. The individual will consult with and advise senior management on high impact data or database management issues. Y-ME is the only place in the world that has 24/7 Breast Cancer Support Center, where someone can call – 24 hours a day, 7 days a week, 365 days a year – and talk to a breast cancer survivor and be understood in 150 languages.

Founded in 1978 and one of the leading non-profit breast cancer organizations in the United States, Y-ME is dedicated to assuring, through information, empowerment and peer support, that no one faces breast cancer alone.

Primary Responsibilities:

- Perform database uploads of information, data scrubs and software updates
- Produce regular reports for departments and lists for newsletter mailings, appeal campaigns, invitations to special events, annual report, and other projects as needed from various Y-ME databases
- Work with supervisor to research, plan, test and implement data sync between Y-ME's primary donor databases
- Assist with the management of all aspects of database maintenance and management of the online constituent relations fundraising management program, including but not limited to: data entry, group management, queries, daily data sync, de-duping process, mass constituent e-mails, reports, and analysis of the database information
- Conduct and monitor database entry ensuring integrity and access control to all data
- Research and assist with the ongoing process improvement of organization's data management policies and practices by establishing backup and recovery procedures and investigating database tools and products
- Conduct weekly reconciliation between Development and Finance department
- Help recommend data collection best practices to all staff who comes in contact with potential data for the organization and provide training for staff and other users
- Performs other duties as assigned.

Position Requirements:

- Bachelors' Degree preferably in computer science or related field
- 2 to 4 years of experience in database design, administration, and database application programming

- Non-profit experience preferred
- Strong experience with Raiser's Edge database software and its functionalities
- Experience with Convio, Sphere and SQL Server 2005, 2008
- Advanced, demonstrated experience with MS Excel, Access and Power Point required
- Working knowledge of Crystal Reports
- Familiarity with DTS or SSIS helpful
- Demonstrated experience gathering, analyzing and presenting data required
- Ability to accurately and appropriately interpret data
- Demonstrated experience understanding and managing complex software and database systems
- Experience managing multiple concurrent projects, reason analytically, and work with people possessing differing levels of technical knowledge
- Ability to solve complex procedural and/or software problems by using logic, creativity, technical, and interpersonal skills
- Must be able to maintain confidentiality in regard to information processed, stored, or accessed by the systems
- Effectively multi-task, establishes priorities, and work in a fast paced environment. Highly efficient in time management and can meet deadlines under pressure.
- Strong communications skills, verbal and written and proficiency in writing technical specifications
- Ability to work with a diverse group of people

To Apply:

Submit resume with a letter of interest to HR@y-me.org. Please type "Database Analyst" in the subject line of your e-mail application. Y-ME National Breast Cancer Organization is an equal opportunity employer dedicated to a diverse workforce.