

MIT Job Description

Job Title: Data Analyst 4	Position Title: Senior Data Analyst & Reporting Specialist, OER
Reports to: Director of Strategic Information	% Effort or Wkly Hrs: 40 hours per week
Department: Sloan Office of External Relations	Grade: 10

Hiring pay range: \$104,400 - \$140,600

Position Overview:

The MIT Sloan School of Management's Office of External Relations (OER) prioritizes a transparent, communicative, and inclusive workplace culture. We emphasize work-life balance through flexible, equitable, and productive work plans. Flexible and remote work options may be available for this role that align with OER hybrid guidelines.

As part of the Strategic Information Management team, this role supports strategic decision-making through data analysis and reporting, with primary focus on development priorities. The individual will lead reporting, analysis, and business process improvement efforts that support annual giving, portfolio and pipeline management, fundraising performance assessment, and related development operations. The MIT Sloan Annual Fund will be a primary area of focus, while the role will also support broader development reporting and analytical needs across OER.

Key responsibilities include creating and maintaining effective, well-organized reports, dashboards, datasets, and analytical outputs that enable development staff and leadership to make informed decisions. The individual will work closely with OER stakeholders and central Advancement partners to ensure data accuracy, improve processes, strengthen business definitions, and provide reliable analytical support. The role will also contribute to selected development-focused projects, user training, and continuous improvement in reporting practices, data use, and business operations.

Principal Duties and Responsibilities (Essential Functions):**

- **Data Analysis & Reporting (50%)**
 - **Develop Reporting Strategy:** Lead the creation and execution of reporting and analytical support for the MIT Sloan Annual Fund and broader development priorities, aligning outputs with organizational objectives and management needs.
 - **Analyze & Present Data:** Propose, design, and execute descriptive and trend-based analyses to support fundraising strategy, donor behavior assessment, portfolio review, pipeline interpretation, and revenue-related decision-making. Analyze data for completeness, troubleshoot data integrity issues, propose solutions, and present findings clearly to technical and non-technical stakeholders, including leadership.

- **Report Development:** Design, develop, and maintain reports, dashboards, and datasets that support the annual fund and other development activities. Modify and enhance existing reports as business needs evolve.
- **Ad Hoc Reporting & Forecasting Support:** Handle ongoing and ad hoc analytical requests, ensuring accuracy and timeliness of outputs that support campaign execution, management reporting, portfolio analysis, and forecasting-related needs.
- **Segmentation & Campaign Support:** Build and maintain segmentation, suppression logic, campaign-ready datasets, and related analytical outputs used for solicitations, donor outreach, and fundraising performance tracking.
- **Data Integrity & Quality:** Develop and implement practices to ensure the integrity, accuracy, and consistency of Development-related data used in reporting, segmentation, and analysis.
- **Technical Development:** Use SQL and other tools to query, validate, and analyze source data; design and maintain scalable, repeatable analytical outputs; and investigate discrepancies when standard reports are incomplete or unavailable.
- **Report Cataloging & Standards:** Maintain organized reporting assets, documentation, and business definitions that support consistency, reusability, and governed use of Development reporting products.
- **Business Process Improvement (20%)**
 - **Understand Business Needs:** Collaborate closely with OER colleagues and leaders to understand their business /data and analysis requirements and translate them into efficient, functional business processes.
 - **Process Optimization:** Proactively suggest and implement improvements to existing processes, ensuring more effective use of current tools and systems.
 - **Subject Matter Expertise:** Become a key subject matter expert in the platforms, reports, and data structures that support development work within OER, offering guidance and training to help colleagues make effective use of available tools and outputs.
 - **Tool & Technique Selection:** Evaluate and recommend tools, techniques, and methodologies that improve development reporting capabilities, analytical practices, and related business processes.
 - **Business Rules & Definitions:** Help strengthen consistency in development-related metrics, business rules, inclusion criteria, and operating definitions so recurring questions can be answered more clearly and consistently.
- **Special Projects (20%)**
 - **Development Data Governance & Quality Initiatives:** Lead or contribute to data governance efforts and data quality improvement initiatives that strengthen the reliability and usability of development data and analytical outputs. Partner with Sloan Technology Services (STS) and MIT's Resource Development (RD) and Alumni Association (AA) technical teams.
 - **Training & Adoption:** Train and support colleagues in the use of reports, dashboards, business definitions, and standard analytical practices to improve consistency and effective decision-making.
 - **Advancement Technology Projects:** Lead or contribute to development-related projects involving reporting enhancements, campaign support, portfolio and pipeline analysis, business process improvements, and related analytical needs.
 - **Event Participation:** Provide on-site support for key alumni events, MIT Sloan reunions, and other high-priority OER meetings or retreats. Offer technical support where needed.

- **Other Role related duties as assigned or required (10%)**

Decision Making and Judgment

- This role requires a proactive, analytical approach and the ability to work independently with minimal supervision. The individual will be expected to assess development reporting and analytical needs, identify the most effective approach, and determine when a request can be addressed through existing reporting, new analysis, process improvement, training, or other forms of support.
- Regular responsibilities include making informed decisions regarding data analysis methods, reporting design, segmentation logic, inclusion rules, data validation, and the interpretation of fundraising results. The individual must be able to assess complex and sometimes incomplete information, identify root causes of discrepancies, and recommend practical, data-informed solutions that support development priorities.
- The role requires strong judgment in balancing accuracy, timeliness, usability, and consistency, particularly when recurring reports or campaign-related outputs require local interpretation of central data sources, business definitions, and system constraints.
- The individual will exercise independent judgment in translating business questions into analytical outputs, clarifying assumptions and limitations, and communicating findings to both technical and non-technical stakeholders, including managers and leadership.
- Sound judgment is also required when handling confidential constituent, donor, and fundraising information. The role demands discretion, professionalism, and sensitivity in all aspects of reporting, analysis, and collaboration.

Supervision Received:

Reports to the Director, Strategic Information Management. Works under general direction with substantial independence in organizing day-to-day work, managing assigned deliverables, and advancing priorities in alignment with team goals.

Supervision Exercised:

None but will be responsible for leading various projects and collaborating across OER units. Serves as a mentor to other staff.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in a related field with research methods and statistical analysis required. Related fields include: Data Science, Information Technology, Business, Statistics
- Minimum 7 years of experience conducting data analyses, including collecting, cleaning, analyzing, evaluating and synthesizing complex and large datasets from various sources and producing effective, well-organized reports.

- Significant experience with statistical programming languages (eg, R,Python), database query languages (eg,SQL), predictive analysis techniques and tools (eg, SAS,SPSS) and statistical methodology required.
- Experience working with complex datasets, creating reports and dashboards, and supporting business decision-making through analytical work.
- Significant experience with data visualization and communication tools required (eg, Tableau)
- Experience supporting business process improvement by translating user needs into reporting, analysis, and process enhancements.
- Strong SQL skills and experience working with relational databases and data warehouse environments.
- Experience using business intelligence and reporting tools such as Tableau, Cognos, Salesforce CRM Analytics, Power BI, or similar platforms.
- Experience developing recurring and ad hoc analytical outputs that support fundraising, operations, or similar business functions.
- Ability to troubleshoot data issues, reconcile discrepancies, apply business rules, and communicate findings clearly to technical and non-technical audiences.
- Strong written and verbal communication skills, attention to detail, and ability to manage multiple priorities effectively.
- Deals with confidential information and/or issues using discretion and judgment.
- Ability to work independently and collaboratively in a relationship-driven environment.

PREFERRED EDUCATION AND EXPERIENCE:

- Master's degree preferred.
- Understanding of research methods needed to support institutional decision-making preferred.
- Experience in higher education, advancement services, fundraising operations, annual giving, alumni relations, or a comparable nonprofit environment.
- Experience with fundraising systems such as Salesforce, Blackbaud, Ellucian, or similar CRM platforms.
- Experience supporting Annual Fund reporting, donor segmentation, campaign-cycle analysis, portfolio analysis, pipeline reporting, or revenue forecasting.
- Experience working in a distributed advancement environment with central data and reporting partners.
- Familiarity with tools such as Salesforce Marketing Cloud, SalesLoft, EverTrue, ServiceNow, SharePoint, Confluence, Trello, Jira, or similar collaboration and campaign-support platforms.
- Familiarity with Snowflake or comparable cloud data platforms.

Competencies: Contribute; Collaborate; Engage; Manage; Lead

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*