

## Senior Analyst of Applications and Data

**Job Title:** Senior Analyst of Applications and Data

**Department:** Finance

**Reports To:** Vice President of Information Technology

**Category:** Exempt, Full-Time

### The Dallas Foundation

The Dallas Foundation is a community foundation that brings together people, ideas, and investments in Greater Dallas so individuals and families can reach their full potential. Working closely with our donor partners, we share our expertise, leadership, and the opportunities to co-invest in solutions that match their interests and make a meaningful difference. We also support programs that benefit children ages birth to 3 as well as those that advance equity and inclusion, ensure community and economic resilience, and enhance our community's nonprofit ecosystem, prioritizing partnerships that reduce intergenerational poverty and meet today's pressing needs while positioning Greater Dallas for a brighter, more equitable tomorrow.

### Position Summary

The Dallas Foundation utilizes an expanding suite of enterprise applications and data to reach our strategic goals. The Senior Analyst is a compassionate, servant-leader who is responsible for enterprise SaaS-based applications and associated data. Reporting to the Vice President of Information Technology, the Senior Analyst serves as an expert on how data and software applications are used in the operation and how they do, and can, serve the strategic goals of the organization.

### Duties and Responsibilities

You will work with operational teams to understand their business needs, understand how they use applications and data today to achieve their goals, and help close the gap to reduce friction and identify new capabilities that could improve quality, efficiency, and understanding.

- Administer and serve as the expert for a suite of enterprise applications used by our fund accounting, donor engagement, and community impact teams
- Consult across the organization to understand how team members use applications and data and identify interdependencies and opportunities
- Work with team members on data collection and report creation to improve accuracy and insights
- Serve as the organization's expert and owner of data – sources, quality, and privacy
- Author and edit applicable internal policies and procedures
- Represent the organization with software vendors and technology associations to build/share knowledge and expertise both internally and externally
- With general guidance from leadership, conduct an annual review of applications and vendors for adherence to internal policies
- With general guidance from leadership, evaluate applications in response to changes in the operation, introduction of new technology and risks

### Supervisory Responsibilities:

None

## Qualifications/Education/Experience

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Aligned with [The Dallas Foundation's Organizational Values](#)
- You have a Bachelor's degree in Computer Science, Information Systems, Data Sciences, or equivalent experience developing similar skills and expertise.
- You have 5 or more years of work experience with enterprise business applications, software applications and/or data administration as a Business Analyst, Product Owner, or Data Analyst.
- You have 2 or more years of experience with relational data management systems and/or data integration projects.
- You are familiar with data privacy regulations and are a champion for maintaining confidentiality.
- You have experience with Microsoft 365 suite of products (e.g., Excel, Outlook, Word, SharePoint, Visio).
- People describe you as organized with a keen attention to detail.
- You are a problem solver. You enjoy learning about software applications and thinking about how they can be used to reach objectives.
- You have an uncanny ability to assess and anticipate needs for information, monitoring, and reporting.
- You have a strong customer service orientation, rooted in curiosity, patience, and an eagerness to learn from others. You act as a partner to other team members.
- You enjoy translating complex and technical ideas/language for others.
- You have exceptional writing, editing, and communication skills.
- You are comfortable working within a small organization that requires a high degree of collaboration as well as self-direction.

Additional desirable qualifications:

- You are knowledgeable of Fondant Technologies' software suite.
- You have experience in and knowledge of the nonprofit sector, foundations, philanthropy, or accounting.
- You are experienced in risk management, specifically cyber risk.

## Physical Requirements

The physical requirements and work environment are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate noise level
- Occasional standing and lifting of at least 5 pounds
- Prolonged period sitting at a desk and working on a computer

## Travel

Some travel is required and may include attendance at conferences within the United States.

## Work Environment

The Dallas Foundation supports a hybrid work environment where all employees are expected to work in the office Tuesdays through Thursdays, with optional remote work on Mondays and Fridays. Microsoft Office applications form the primary digital workplace along with Foundation Technologies' CommunitySuite, Grants Lifecycle Manager (GLM), and Scholarship Lifecycle Manager (SLM).

## Benefits

Benefits include medical, dental and vision insurance as well as a 401(k) program, with employer match.

## Applying

- This is a full-time, exempt opportunity based in our Dallas office
- Relocation will not be considered for this position
- Visa sponsorship is not available

The Dallas Foundation is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging. If you are excited about this role, please send your resume and a cover letter by email to [hiring@dallasfoundation.org](mailto:hiring@dallasfoundation.org).