

**JOB TITLE: BUSINESS ANALYST**

**DEPARTMENT: BUSINESS ANALYST TEAM**

**Who We Are:**

Integral is a leading analytical consulting firm serving the nonprofit community. We are a dynamic, innovative, entrepreneurial, client-focused consulting team and we are seeking candidates with the same qualities for our Washington, DC office.

Interested applicants may send a cover letter and resume to [jobs@integral-dc.com](mailto:jobs@integral-dc.com).

**ESSENTIAL FUNCTIONS OF THIS JOB:**

The Business Analyst provides support to the Client Services team by preparing models and analyses that provide in-depth, actionable, insights for our nonprofit fundraising clients. The Business Analyst is a key member of the team who will primarily:

- Own and update client forecasting and return on investment models.
- Assist with client budget processes including cashflow preparation.
- Coordinate with the Data Analytics Team on best approach to business questions we receive (this includes defining requirements and initial views from the datasets created).
- Prepares and tracks Key Performance Indicators (KPIs) for clients.
- Develop a mastery of Integral's core toolsets and perform trend analyses at both the organization and program level.
- Help prepare and occasionally present portions of monthly reports and presentations for assigned clients.
- Gather data needed to ensure existing reporting and future analyses can be maintained and executed.
- Take initiative in refining and developing internal processes designed to improve efficiency and/or to help manage internal resources more effectively.

**KNOWLEDGE/SKILLS:**

**Required**

- 0-2 years of prior work experience.
- Bachelor's degree or equivalent in Business Analytics, Data Analysis, Economics, Statistics, Finance or a related field.
- Proven capabilities with Microsoft Excel.
- Attention to detail and the ability to audit own work product.
- Strong interest in solving problems and providing recommendations through data analytics.

**Preferred**

- 3-5 years of prior work experience in fundraising or data analytics.
- Experience with SQL and Microsoft PowerBI.

- Experience in industry marketing suites, especially Google Analytics, Google AdWords, and Facebook Ad Manager
- Strong verbal and written communication skills.
- Interest or experience with nonprofit fundraising or digital marketing.
- Comfortability presenting findings in front of small audiences.

**INNOVATION:**

All members of Integral play a role in internal innovation activities. Typically – as part of a smaller team – this role includes developing new approaches designed to improve a client service offering, represent a new service offering or address a more effective approach to internal business processes.