

Data Analyst

Want to make a difference? Fahe is on a mission to eliminate persistent poverty in Appalachia. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 375,000 people, made over \$609 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

Job Summary:

The Data Analyst will be responsible for the management of data from all business lines. A well-qualified candidate would be experienced in data capture, control, maintenance, extraction, integrity, and documentation. This position will work with others throughout the organization to understand the data and understand the needs of each line of business. As projects and initiatives arise, the Data Analyst will be charged with ensuring that the proper data is captured and maintained in a centralized location. This position is responsible for monthly, quarterly, and annual reports to management, board of directors, funding entities, and to any other person/organization that we desire or are required to report. This person will provide reporting and data support to all software products and databases utilized by Fahe's business lines.

Essential Duties and Functions:

- Data Management
- Database functions
- Report building
- Process Automation
- Reporting to outside entities

Requirements for this position include:

- Problem solving ability
- Proficient in MS Office (Word, Excel, Outlook)
- Basic rules of grammar and business writing
- Basic mathematic principals
- Professional in appearance and demeanor
- Proficiency in SQL
- Preferred: Crystal Reports, SSMS, Tableau, J-Script

Preferred Education and Experience:

- Bachelor's Degree
- 1+ years of experience in related field

Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit www.fahe.org to learn more about Fahe.

Qualified candidates may submit a resume and cover letter to hr@fahe.org or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.