

Job Posting - Business Analyst, Philanthropy

Closing Date:	15 th March, 2019
Organization:	Right To Play International
Department/Division:	Philanthropy and Communications
Work location:	London, United Kingdom
Authorized to work in:	United Kingdom
Remuneration:	£26,000 plus benefits
Target Start Date:	Immediate Opening
Contract Duration:	Full-Time

BACKGROUND:

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease, and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in over 15 countries, Right To Play transforms the lives of more than 1.9 million children each week using play and sports, both inside and outside of the classroom. We are the only global development organization focused exclusively on using the power of play to transform the lives of children and youth to rise above adversity. In addition to our work with children, Right To Play advocates with parents, local communities, and governments to advance the fundamental rights of all children.

Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

Visit us at www.righttoplay.com.

POSITION SUMMARY:

We're currently seeking for a Business Analyst, Philanthropy to join our London based global team. This exciting role will mainly be responsible for the data analytics essential for monitoring Right To Play's global philanthropic performance as well as developing and implementing recurring strategic projects. In addition, it will encapsulate (but is not limited to) aspects of internal communication between HQ and European/North American offices along with providing ongoing IT and CRM support. A level of flexibility will be essential to able to switch "hats" seamlessly.

The role will report directly to the Senior Operations Manager, Philanthropy. You are expected to use a data-driven approach to objectively inform the team on results by communicating data decisions needed to meet and exceed business goals.

You will be part of a global community, working closely with HQ (based in Toronto), as well as all European and North American offices. The ideal candidate will be proficient with data tools and sources, thrive on solving highly analytical problems and turn data into actionable insights.

The ideal candidate is a service-oriented, dynamic and forward-thinking data analytics professional with the flexibility to take forward additional projects. The Business Analyst, Philanthropy represents the broader organization through his / her engagement with major stakeholders and staff globally and must be a champion of the organization and our values. He / she will demonstrate an ability to have some fun while making things happen in a fast-paced environment.

Business Analysis and Insight (40%)

- Works with senior stakeholders to document business requirements, investigate business concerns, identify and document financial risks, and document mitigation plans

- Develops and communicates qualitative and quantitative insights that help drive business strategies.
- Leads data and analytics projects with cross-functional teams.
- Translates complex data and insights into concise and actionable recommendations/plans.
- Ensures reliable and consistent data capture and availability for all relevant revenue streams in line with global tracking requirements.
- Works with global teams to request development of KPI dashboards and analytics tools aimed at enhancing fundraising performance.
- Prepares, coordinates and develops monthly financial reports for stakeholders
- Develops budget templates for the National Offices and supports the budgeting process.
- Interacts with HQ Finance, IT colleagues and a number of other HQ teams in the completion of projects.
- Challenges data quality and ensures the accuracy and completeness of data.
- Identifies efficient ways to utilize and interpret fundraising data and shares with internal teams.
- Logs and ensures completeness of project and compliance documentation to meet partner requirements.

Systems and Strategy (25%)

- Provides a high-level coordination and tracking system to support the delivery and implementation of the new philanthropy strategy.
- Provides monthly updates on delivery of strategy results.
- Ensures the successful cascading of strategic information to all National Office staff, as well as ensuring clear communication of the overall Philanthropy deliverables.
- Supports the preparation of presentation materials, including but not limited to presentations for International Board of Development, and Development Committee meetings.
- Develops and implements systems across offices to increase overall efficiency and effectiveness.
- Contributes to strategic discussions within the team in order to support and influence strategic decision-making.
- Promptly responds to requests from the Senior Operations Manager, Philanthropy and Global Vice-President as required.
- Contributes to data strategy to ensure that opportunities for analysis are maximized as part of business processes.

Internal Communications (20%)

- Facilitates the flow of information between HQ and European/North American Offices.
- Coordinates donor field visits to our programs.
- Leads the preparation and coordination of a number of monthly procedures.
- Responsible for designing the monthly global intranet update email.
- Acts as the 'controller' of internal information databases, ensuring documents are shared and stored according to agreed protocols and disseminated within the offices.
- Works closely with the CRM Solutions Manager in ensuring the database remains an accurate and effective database of donor information.
- Ensures internal communications messages are consistent across all mediums and for different departments of the organisation

Market Performance Analysis (10%)

- Produces global benchmarking to identify strategic insights for senior leadership in order to drive objectives.
- Conducts high quality detailed market research.
- Engages in ongoing data research to identify potential donors and augment existing data on current donors and prospects.

Miscellaneous (5%)

- Carries out general office administrative tasks as needed.
- Organizes meetings, manages agendas and diaries.
- Supports in the planning and implementation of internal meetings and/or conferences.
- Additional tasks as requested.

QUALIFICATIONS:

EDUCATION/TRAINING/CERTIFICATION:

- Minimum of Bachelor's degree or other qualification in Development, Business, Management or related field. Master's degree an asset.

EXPERIENCE/SKILLS/ATTRIBUTES:

Essential

- Minimum 3 years' experience in a business analysis function (E)
- Significant experience within a complex project environment (E)
- Experience manipulating large data sets and interpreting data trends (E)
- Strong background in quantitative thinking and data analysis (E)
- Technical ability to clearly illustrate data/findings and present solutions using Microsoft technology (E)
- Excellent knowledge of Microsoft applications with emphasis in Excel (E)
- Excellent presentation, communication and interpersonal skills (E)
- Maintain a Positive Attitude – strive to achieve high levels of individual and organizational performance (E)
- Ability to work within tight deadlines and juggle multiple projects (E)
- Demonstrate a high level of professionalism and effectively collaborate with cross-functional and global teams (E)

Desired

- Experience working in the not-for-profit environment (D)
- Experience in business process mapping and documentation (D)
- Familiarity with analytics, statistical & visualization tools e.g. Google Analytics 360, Tableau, Optimizely, R, Python, etc (D)
- Possess an 'analysis-before-solution' mindset and critical thinking skills (D)
- Ability to accurately identify and document solutions (D)
- Ability to simplify and communicate technical information to a non-technical audience (D)
- Ability to take forward in-depth research from a wide variety of sources and present results (D)
- Exceptional listener who takes direction well, working with minimal supervision (D)
- Enthusiasm to offer support and help without being asked, seeking out solutions to issues (D)
- Highly vision-oriented and energized by Right To Play's mission (D)

**LANGUAGES:**

- Fluency in oral and written English required, additional languages are an asset.

WHO YOU ARE:

- Must be self-motivated, detail oriented, energetic, positive, self-confident, creative, culturally sensitive, flexible and able to maintain confidentiality.
- Must be comfortable with deadlines and able to work well under pressure (handling multiple demands that will be non-sequential).
- Must have strong organizational skills, the ability to maintain / build relationships, strong interpersonal skills, and strong verbal and written communication skills.
- The candidate must be flexible to work outside typical working hours as needed.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative global team where you have the ability to make things happen. We offer a competitive salary and benefits package and possibility of some flexible work (e.g. work from home on occasion). Occasional opportunities to travel.

HOW TO APPLY:

If you are interested in applying for this position, please send your **resume and cover letter** to jcustodero@righttoplay.com and kindly include “**Business Analyst, Philanthropy**” and your name in the subject line.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.