

CLASSICAL

KING FM 98.1

www.king.org

Title: Database & Reporting Analyst
Department: Development
Reports to: Director of Strategic Fundraising

Background

Classical KING FM 98.1 has been a major player in the arts and cultural communities of the Pacific Northwest since 1948. In 2011, KING FM became a non-profit, listener-supported station. This public radio operating model enables the station to better serve its 300,000 listeners and fulfill our mission to *“actively grow, diversify, and enrich the love of Classical Music in our community by providing a Voice for Classical Music and the Arts.”* KING FM’s operating model depends on philanthropic support from the community.

Position Summary: The Database & Reporting Analyst will turn data into information, information in insight and insight into business decisions across multiple teams and departments. This role will also oversee the development and use of data systems with a focus on system organization, storage and analysis of data.

Functional Responsibilities / Duties:

- Interpret data, analyze results using statistical techniques and providing ongoing reports
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality
- Design and build queries, reports, dashboards, and produce accurate and meaningful metrics using various data visualization tools in an effort to deliver high quality, actionable, efficient and interactive reporting to drive business decisions
- Acquire data from primary or secondary data sources
- Maintain databases / data systems
- Identify, analyze, and interpret trends or patterns in data
- Filter and “clean” data by reviewing computer reports, printouts and performance indicators to locate and correct code problems
- Work with management to prioritize business and information needs
- Analyze and recommend database improvements for long and short-term needs
- Accountable for developing and maintaining process documentation
- Protects database by developing access system; specifying user level of access
- Perform other duties that are consistent with this position as assigned

-

Educational Qualifications: BS in Mathematics, Economics, Computer Science, Design Science, Information Management or Statistics; proven working experience as a data analyst or business data analyst; technical expertise regarding data models, database design development, data mining, segmentation techniques and data extraction; and familiarity with modern database information system technologies and CRMs.

Skills:

- Skilled in data analytics and data presentation (eg. Using Tableau, Congos Analytics & MS Suite)
- Advanced Excel knowledge
- Deep understanding of database technology and design concepts
- Knowledge of general business practices and concepts, as it relates to the public media and / or non-profit industry
- Ability to perform and utilize adjacent fundraising skills
- Ability to communicate effectively, both orally and in writing
- High-level creativity and problem-solving skills
- Superb communication and presentation skills with outstanding attention to detail, planning and organization
- Interpersonal qualities
- Positive, self-motivated, collaborative individual who will complete duties in a successful and timely manner

Send resume, references and cover letter to:

Email: hr@king.org

Mail: Human Resources, Classical 98.1, 10 Harrison St, Suite 100, Seattle WA 98109

Date Posted: May 30, 2019

Closing Date: June 21, 2019

Classical 98.1 is an equal opportunity employer