Data Analyst

Location: Houston, TX
Type: Full time/Exempt
Salary: Commensurate with experience
Benefits: A benefits package is included with this position.

ROLE DESCRIPTION:

The Data Analyst position will provide professional analytical, administrative and/or management system support to the Houston Land Bank. The work will also analyze, document, and implement data analysis for the HLB properties. They will maintain property records, provide ongoing monitoring, facilitate thorough public and property records research, and initiate market analysis and real estate development research through a variety of digital record systems. The ideal candidate brings a research analysis curiosity, a systems mindset with a focus on data integrity and database reliability alongside the knowledge and understanding of the real estate fundamentals and marketplace principles.

The Data Analyst will be a subject matter expert of the workflow management system and similar data collection and analytics systems and at the HLB to develop reports, special documents or publications as assigned. The candidate will be detail-oriented, thorough, and able to manage a variety of complex databases to ensure accuracy while able to provide analytical reporting insight to support the program and strategic initiatives of the organization. The candidate will have a demonstrated track record for operating across multiple projects and within the industry with the utmost professional ethics, approaching their work with a creative and mission-driven purpose.

DAILY DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Work directly with the CEO, COO and HLB team to define, develop and implement data analysis solutions
- Support data analysis and reporting functionality
- Provides consulting, instruction, direction, and technical assistance to HLB staff as required for Asana data analysis and reporting development.
- Analyze, develop, implement, and document HLB updates into databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Interpret data, analyze results, and recommend solutions to technical problems
- Input and acquire data from strategic partnerships and external alliances such as local government, elected officials, school districts, civic organizations, and nonprofit agencies
- Work with management to prioritize business and information needs
- Provide documentation and training to departments as necessary to assist with data analysis and reporting
- Develops technological solutions and systems for continuous improvement programs and other appropriate applications.
- Perform other related duties as assigned.

- Leverage existing data and reports to minimize unnecessary data and report creation
- Collect key information, updates, including milestones, metrics, and status from HLB Builders, staff, and key stakeholders.
- Perform or facilitate market analysis on the neighborhood, providing research into local demographics, understanding neighborhood land patterns, and facilitating the management of external consultants doing strategic planning work.

MINIMUM QUALIFICATIONS
- Bachelor's degree in Management Information Systems, Business Administration, Public Administration, or a field directly related to the type of work being performed.
- one to three years of professional administrative, financial, or analytical experience related to the type of work being performed are required.
- Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.
- Graduate degrees related to the type of work to be performed may substitute for the experience requirement on a year-for-year basis.

PREFERRED QUALIFICATIONS
- 3-5 years of experience as a CRM analyst, administrator, or related systems support role

SKILLS:
- Strong analytical, quantitative and critical thinking skills
- Strong communication skills including verbal, written, and presentation
- Ability to understand big picture and be detail-oriented
- Ability to multi-task and respond quickly to requests for information
- Comfort interfacing with senior officials and management
- Analyze problems, identify alterative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Understanding of how CRM can be a value-add tool for HLB operations
- Experience and interest in organizing system data and creating systematic workflows to rationalize how the system interprets the data (input/output)
- Strong project management and analytical skills and knowledge of system integration
- Understanding of analytics and the metrics that drive management decisions
- Strong ability and inclination to collaborate and work cross-functionally
- Intermediate to advanced proficiency in Microsoft Office Suite, especially Excel and PowerPoint