



A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Business Intelligence Specialist

(Permanent, Full time, based in Toronto)

Reporting to the Director, Business Solutions, the Business Intelligence Specialist supports and enables the fundraising and constituent engagement activities of UNICEF Canada through the management and delivery of accurate and actionable data. The primary purpose of the position will be to deliver the right data to the fundraising teams in the correct format at the required time.

The responsibilities of the position will include (but not limited to):

Delivery of constituent data – 40%

- Extract and deliver data to support day to day business operations and strategic analysis
- Deliver data in the most appropriate format to meet business needs:
 - Develop and deploy reports
 - Data pulls
 - OLAP cubes and Excel
 - Integration of data with MailChimp email application
- Identify and recommend other data delivery tools/platforms as required

Management of constituent data – 30%

- Responsible for the ongoing design and architecture of data solutions, both transactional and data warehouse, to ensure that the business needs are met
- Implementing the approved configuration and design of data solutions
- Ensure high quality data capture by working with business units to ensure the necessary business rules and process are being applied
- Ongoing identification of process improvement opportunities and data quality/integrity issues





Recognize and identify potential areas where existing policies and procedures require change, or where new ones are needed

Capturing business needs and goals – 20%

- Understand the data-related business goals and activities of fundraising, donor services and other business teams
- Develop and maintain documentation of data-related business rules and specifications
- Develop and maintain documentation of how data is used through the organization
- Understand the data requirements of our fundraising partners and how data is used to support their activities

Management of database systems and tools – 10%

- Management and maintenance of all data-related tools and platforms: SQL Server; Raiser's Edge; Data warehouse; Report server; OLAP cubes; Importomatic
- Ensure regular data-related maintenance and tasks are scheduled and completed
- Manage the data backup and restore strategy to ensure data is protected at all times
- Troubleshoot and resolve issues
- Monitor and fine tune system performance

The ideal candidate will have:

- A University degree in computer science or related experience
- A minimum of five (5) years experience with SQL Server databases: SSIS; SSAS; SSRS
- Experience in carrying out DBA tasks and responsibilities and performing complex data querying through SQL and OLAP
- Experience designing and implementing SQL Server-based data solutions
- Technical expertise with: Blackbaud Raiser's Edge and the underlying database; ImportOmatic; Excel
- The ability to understand fundraising and constituent engagement goals and activities
- An understanding of how data is used to enable a Constituent Relationship Management (CRM) strategy

For consideration, please submit your resume and cover letter to careers@unicef.ca by **February 3rd, 2015**. Please attach your cover letter (including salary expectations) and resume as one document and reference "**Business Intelligence Specialist**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.





Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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