COMMUNITIES
FOUNDATION of TEXAS

POSITION DESCRIPTION

JOB TITLE:	Technical Business Analyst	STATUS:	Exempt
REPORTS TO:	Chief Information Officer	HOURS:	Full Time
DATE:	December 2020	DEPT:	Information Technology

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service.

2. Wise stewardship of resources; and as a

3. Trusted partner for community knowledge and collaboration.

Communities Foundation of Texas' vision is to build thriving communities for all. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research, and public safety, and 3) strengthening the local philanthropic sector of donors and nonprofits. Serving donors, CFT seeks to enhance the experience and impact of giving for individuals, families, companies, foundations, and nonprofits by offering charitable tools like donor-advised funds, scholarships, North Texas Giving Day, and more. Strengthening our community, CFT makes grants and leads programs including Educate Texas, Working Families Success Network, the W. W. Caruth, Jr. Fund, and other key initiatives. Since 1953, CFT has granted more than $2 billion to support nonprofits in our region, across the nation, and the world. Learn more at www.CFTexas.org and through this recent overview video.

Summary

In this role, the candidate will play a key role in identifying and determining which techniques and artifacts should be used for each project based upon size, complexity, and stakeholders. This position has no supervisory responsibilities. The Technical Business Analyst will lead the staff in project development. This role is expected to successfully lead project teams in a Scrum Master / Assistant Project Manager capacity with little management oversight. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Key Responsibilities

- Identifies all stakeholders
- Helps communicate and mitigate risks to ensure project success
- Responds to changing organizational priorities
- Works closely with project managers and assists with the project planning
- Provides input from an analytical and IT perspective
- Conducts data gathering and analysis to understand business strategy requirements
- Contributes to the business short-and long-term planning sessions and provides direction to ensure understanding of business goals and direction

Requirements Gathering

- Ensures stakeholders are involved in requirements gathering activities
- Obtains needed information from stakeholders to form requirements
- Captures information provided in formal and informal meeting environments
- Prepares required documentation in a format understandable to the recipient audience
- Ensures requirement traceability through all phases of a project/program
- Strives to eliminate ambiguity in or varying interpretations of requirements
- Assesses stakeholder needs utilizing a structured requirement process to assist in identifying business priorities and advises on options
- Develops, writes, and communicates business requirements and functional specifications for the implementation of technical solutions within an analytical framework.

Analysis, Management & Communication

- Obtains, organizes, and categorizes large amounts of information provided by stakeholders
- Critically evaluates information gathered from multiple sources, reconciles conflicts, decomposes high-level information into details, abstract up from low-level information to a general understanding, and distinguishes user requests from the underlying true needs.
- Documents the business requirements and functional specifications which express what actions the business must take to solve a business need and delivers work artifacts through the project lifecycle
- Ensures that all requirements and designs support the delivery of value, fulfill goals and business outcomes
- Offers input on the priority of requirements based on time, cost, scope, strategic fit, and return on investment
- Obtains approvals for each artifact generated
- Analyzes and articulates impacts of changes to requirements
- Appropriately responds to changing requirements
- Identifies opportunities for improvement and proposes solutions to impacted areas
- Takes ownership of conflict and issue resolution
- Coaches and transfers knowledge to less experienced team members.
- Keeps stakeholders informed of problems, issues, and resolutions
- Varies communication method/style based on stakeholder or group
- Understands organizational culture, structure, and impact on work efforts
- Understands enterprise architecture concepts and can assess business capability needs
- Effectively identify, understand, and communicate business impacts/outcomes across the organization functioning as a business architect/enterprise analyst

- Establishes and maintains a liaison relationship with business units and IT to provide effective technical solutions
- Seeks opportunities to improve and deepen the relationship between IT and business units
- Analyzes performance metrics to ensure stakeholder satisfaction
- Manages stakeholder expectations
- Analyzes stakeholder operations to understand their strengths and weaknesses to determine opportunities for improvements
- Aids in business case development (i.e., research, data collection)
- Reviews test plans
- Monitors testing process to ensure that business results are adequately tested with minimal risk
- Ensures test strategies involve appropriate integration and process components

Qualifications

- Bachelor's degree from a four-year college or university or equivalent work experience in a similar position
- Ideal candidates will have a minimum of four to seven years of increasingly responsible experience in information technology with an emphasis on business architecture & business analysis
- Experience in gathering and/or developing requirements for digital transformation a plus
- 2 to 5 years of related experience in data management and analytics
- Proficiency in Microsoft applications, including MS Office Suite, Visio, SharePoint, and Outlook.
- Working knowledge of project management applications, Mind Mapping Software, and prototyping applications (e.g. Asana, Teams, SharePoint, Photoshop, Dreamweaver, Axure, iRise, Microsoft Expression Studio).
- Working knowledge of Data Analysis software (Power BI, Tableau, Domo, Sisense)

Skills & Requirements

- "Demonstrated communication skills, both written and verbal, with experience communicating technical information and complex research findings to non-technical audiences across multiple modes; presentations, data visualizations, evaluation reports, and/or briefs" Strong attention to detail and accuracy
- Demonstrated expertise in data analysis and modeling techniques
- At ease with ambiguity plus proven experience handling undefined assignments
- Ability to manage multiple assignments and tasks simultaneously
- The ideal candidate will be driven by a passion for excellence, sets high standards of performance for themselves, displays a positive attitude, and has a proven ability to work successfully under pressure with competing priorities
- Valid state-issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

If interested, please send your cover letter, resume, and salary requirements to careers@cftexas.org