

**Job Title** AVP / Data Analytics

**Short Description** Responsible for the strategy, vision, and governance of data and analytics at Pen Air and ensures that Pen Air's data initiatives align with the strategic goals of the organization. Leads the data analytics team to deliver data and insights that are both accurate and actionable. Serves as an advocate for data literacy across the organization to ensure stakeholders have access to the data they need, and the knowledge needed to use it.

**Full Description** Role:

Responsible for the strategy, vision, and governance of data and analytics at Pen Air and ensures that Pen Air's data initiatives align with the strategic goals of the organization. Leads the data analytics team to deliver data and insights that are both accurate and actionable. Serves as an advocate for data literacy across the organization to ensure stakeholders have access to the data they need, and the knowledge needed to use it.

Essential Functions & Responsibilities:

E 15% Develops, maintains, and executes Pen Air's Data Strategy and ensures it aligns with the credit union's strategic initiatives and business objectives.

E 25% Partners with leadership and departments across the organization to provide data and analytics that solve business problems, provide strategic insights, and improve member experience.

E 25% Develops, supervises, and leads the Data Analytics team to deliver actionable data, dashboards, and analysis to support the decision-making process and strategic initiatives of Pen Air.

E 10% Responsible for the creation, implementation, and maintenance of data models, data sets, and ETL (extract, transform, load) processes of Pen Air's data warehouse.

E 10% Responsible for the governance, availability, access, security, and integrity of data within the data warehouse and supporting information systems.

E 10% Serves as an advocate for data literacy across the organization to ensure stakeholders have access to the data they need, and the knowledge needed to use it.

N 5% Performs other job-related duties as assigned.

Performance Measurements:

1. Provides accurate and actionable data insights and analysis to

stakeholders across the organization.

2. Maintains and executes a data analytics strategy that is well documented and aligns with Pen Air's strategic initiatives.
3. Stays educated and informed on current and new data technologies, standards, and best practices.
4. Establishes and maintains an effective relationship with internal departments, senior leadership, and vendors.
5. Ability to manage multiple projects, priorities, and deadlines.
6. Expected to provide support during both normal business hours and on-call after normal working hours as needed.
7. Regular reliable attendance.
8. Demonstrate behaviors consistent with the Pen Air Core Values.

#### Knowledge and Skills:

**Experience** Five years of similar or related experience in Data Analytics / Business Intelligence.

**Education** Bachelor's degree in Computer, Science, Math, Statistics, or related discipline.

**Interpersonal Skills** The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills are critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.

**Other Skills**

- Working knowledge of data architecture, database design, data modeling and data warehousing.
- Strong experience with Structured Query Language (SQL), Data Visualization tools (such as Microsoft PowerBI), and Microsoft Excel
- Ability to think orderly, logically, and analytically with strong problem-solving skills.
- Demonstrated business acumen, strategic thinking, and execution skills.
- Demonstrated leadership and negotiation skills.
- Excellent oral and written communication skills.

**Physical Requirements** Light or low amount of physical exertion

Work Environment No adverse environmental working conditions noted. Hybrid Work From Home is an option.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

<b>Education</b>	(1) A master's degree, or (2) a bachelor's degree plus professional certification (e.g. CPA).
<b>Additional Comments</b>	
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<b>Expiration Date</b>	12/15/2021