



DATA ANALYST

Resource Innovations is an environmental consulting company specializing in energy and water efficiency, helping and empowering people to make smart resource choices. With deep roots in energy efficiency program design and implementation, Resource Innovations is leading the industry with innovative program solutions, working with community organizations toward a collaborative economy.

JOB DESCRIPTION

Resource Innovations is seeking a **Data Analyst** to join our team in Chicago, Illinois. This position will support the delivery, execution and evaluation of programs and projects across Company's operations by working with complex data sets and within the software platform. The Data Analyst must be able to work effectively across teams and also independently.

KEY RESPONSIBILITIES

- Producing bi-weekly and monthly client data deliverables
- Work with clients, internal team members and subcontractors to ensure reporting and invoicing requirements are met
- Supporting in establishing systems for data collection, reporting, record keeping, recurring and ad hoc analysis in support of both business development and project implementation efforts
- Produce contract compliance reports per defined scope intervals; includes monitoring, evaluating and reporting on projects with schedule, budget, safety and quality goals being tracked for compliance
- Support budget and financial management aspects of the business, as well as producing invoicing, forecasts and projections
- Support the development and ongoing compliance for evaluation, measurement and verification plans on project implementations
- Support the contract administration process by performing project scheduling and deliverable production/tracking related tasks
- Research, support, development, and recommendations for new products and services to incorporate emerging technologies and delivery mechanisms ensuring innovative program design and offerings
- Continuous assessment of project progress to goal and development of creative solutions to new issues or market dynamics
- Proactively identify risk, support mitigation strategies, and manage appropriately
- Ability to perform, interpret and articulate research and data analysis in presentation formats
- Ability to apply research and analysis both at a tactical program implementation level as well as longer term strategic planning level
- Provide data, graphs, charts, etc. in the development of presentations to clients, customers, and partners
- Represent clients, partners, self, and Company's reputation with integrity at all times
- Ensure compliance with policies and procedures for the business
- Minimum expectation of 5% travel and other tasks required to meet Company/project goals

KEY SKILLS

- Ability to produce, analyze and manipulate large data sets
- Excellent organizational skills
- Ability to deal with ambiguity, as well as balance strategic and tactical thinking
- Experience leveraging business intelligence software (e.g. Salesforce, CRM or Tableau) and tools to support analysis, reporting and visualization

- Strong written and verbal communication skills
- Ability to work in a fast-paced environment, managing multiple projects and collaborating with cross-functional teams under tight deadlines

REQUIREMENTS

- Education: Associate's Degree or greater in Business, Mathematic, Statistics, Finance, Information Management, Economics or similar; MBA candidates/graduates also encouraged to apply (internship based experience may be applicable)
- Two (2) plus years of professional experience (internship based experience may be applicable)
- Salesforce and/or CRM experience
- Proven success working with teams to analyze programs and recommend changes to support continuous improvement, and provide the highest quality offerings to customers
- Ability to comprehend technical concepts and provide context for real-world application of project outcomes
- Exceptional analytical and problem-solving skills
- Highest ethical standards
- Excellent listening and interpersonal skills
- Positive, action-oriented attitude showing initiative and creativity
- Customer service focus
- Ability to collaborate well at all levels within an organization, and a team-player
- Advanced proficiency in the use of Microsoft Office Suite

Experience and Education are not intended to represent hard baselines; preference will be given to those that demonstrate intelligence and intangibles specific to the role duties for continued growth and development purposes.

EQUAL OPPORTUNITY EMPLOYER

Resource Innovations is an Equal Opportunity Employer, committed to ensuring equal employment opportunities for all job applicants and employees without regard to race, color, religion, national origin, gender, age, disability, marital status, genetics, protected veteran status, sexual orientation, or any other protected status. In addition to federal law requirements, Resource Innovations complies with applicable state and local laws governing non-discrimination in employment in every location in which the company does work.

The above job description and job requirements are not intended to be all inclusive. Resource Innovations retains the right to make changes or adjustments to job descriptions and/or job requirements at any time without notice.