



Application Administrator & Data Analyst, Foundation - 1 position	Posting #: 53430
Foundation	Posting Date: June 27, 2024
St. Joseph's Hospital - London, ON	Submission Deadline: July 17, 2024
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$32.63 - \$40.79 /hour

At no other time in history has health care mattered more to Canadians. At St. Joseph's Health Care London, we have a proud legacy of care across a wide variety of medical disciplines serving all ages and stages of life.

Supporting St. Joseph's mission, the Foundation raises philanthropic funds to advance the very best in care, teaching and research. With a strong focus on performance and best practice, and guided by a skilled Board and leadership team, St. Joseph's offers a positive, collaborative team environment and a competitive compensation program including a HOOPP defined benefit pension plan. The Foundation is seeking a positive, high-energy and adaptable Application Administrator & Data Analyst with great technical and interpersonal skills to advance its work to inspire community investment in healthcare excellence at St. Joseph's.

Reporting to the Director of Finance & Administration, the Application Administrator & Data Analyst is responsible for the application administration of the Foundation donor relationship management, general ledger and grant administration systems. The role works with a team of individuals and is accountable for database management and design, accurate and efficient data input, and systems/reporting to inform decision-making and workflow planning including the integrity and maintenance of data across systems and training/coaching all staff in these areas.

The Application Administrator & Data Analyst utilizes a combination of technical and analytical skills, to produce critical information informing both strategic and annual operational planning and helps leadership to track performance indicators through data analytics and the creation and maintenance of dashboards leveraging Microsoft tools. This role also plans and implements data requests that support fundraising and donor stewardship.

The Application Administrator & Data Analyst must possess demonstrated effective communication skills, particularly in conveying technical information to a non-technical audience through their reporting, training and coaching accountabilities. The role works collaboratively across all teams within the Foundation to support its mission to inspire community investment in healthcare excellence at St. Joseph's.

#### Essential Qualifications

- Successful completion of post-secondary degree or diploma with a focus on Information Technology and/or equivalent related work experience.
- A minimum of three-five years of related work experience
- Proven leadership of strategic data initiatives, including oversight of external vendors.
- Strong knowledge and experience with Microsoft tools and the administration of client relationship management databases and general ledger systems support.
- Understanding of network technologies and demonstrated ability to configure, maintain and troubleshoot software environments.
- Proven project management success with the ability to manage and coordinate multiple projects over varying timelines.
- Demonstrated high performer with the ability to produce results.
- Exceptional organizational and time management skills, attention to detail, accuracy and professionalism.
- Strong oral and written communication and coaching skills.

- Excellent analytical and problem-solving skills.
- Demonstrated ability to develop, analyze and interpret metrics to inform strategy.
- Self-motivated, able to work independently and as part of a team

#### Preferred Qualifications

- Experience with Blackbaud, a leading Charitable Sector provider, software systems and working in a health care fundraising environment are an asset.

#### Immunization Requirements

- Provide documentation you have received two doses of the Covid-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated.*

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.  
Only those under consideration will be contacted.*