



Data Analyst

The Data Analyst supports the Alumni Association by turning complex data into actionable insights that guide engagement strategies, event planning and membership growth. This role is also responsible for executing SQL queries to efficiently resolve internal and external data requests and will also play a key role in email deployment.

Key Responsibilities

- Orchestrate email campaign deployment via Salesforce Marketing Cloud, including scheduling for the Alumni Association and university clients (colleges, departments, units, etc.).
- Respond to internal and external data inquiries through complex database queries, ensuring timely, accurate and actionable information delivery.
- Apply data science techniques (e.g., data mining, statistics) to support strategic goals such as fundraising, membership and event attendance.
- Analyze quantitative and qualitative data to identify trends and inform decisions.
- Create clear visualizations and presentations to communicate insights.
- Uphold ethical data stewardship by promoting transparency, privacy compliance, and integrity in all handling and reporting of donor and alumni data.
- Represent the Alumni Association at Association, university and community activities in a professional manner.

Requirements

- Solid understanding of statistics and data modeling.
- Bachelor's degree.
- Experience in data analytics or a related field.
- An equivalent combination of relevant education and experience will be considered.

Preferred Qualifications

- Strong organizational skills, attention to detail and ability to meet deadlines.
- Effective communicator with both technical and non-technical audiences.
- Forward-thinking mindset with the ability to integrate innovative technologies into business processes.
- Skilled in Excel, SQL Server Management Studio, and Power BI.
- Knowledge of CRM tools (e.g., Salesforce Ascend) and survey platforms (e.g., Qualtrics).
- Ability to work independently and drive projects to completion.

Salary and Benefits

Competitive Salary with benefits including paid health, dental, company paid life insurance. 403(b) retirement plan with company match. Paid leave including holidays, vacation, sick, personal, and volunteer leave. 8 weeks paid parental leave. Paid professional development and EAP (Employee Assistance Program).

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Regular attendance is required in this job. The K-State Alumni Association is an Equal Opportunity Employer.

Submit letter of interest, resume and three references to: Attn: Human Resources, K-State Alumni Association, 100 Alumni Center, 1720 Anderson Avenue, Manhattan, KS 66506-1001. Screening of applicants will begin on December 9 and continue until the position is filled. For questions, contact Matt Schwartz, Business Manager, K-State Alumni Association, 785-532-5055. Applications or questions may be submitted online to mschwartz@k-state.com.