

## Data and Reporting Analyst

Full-Time Position

Reports to: Data and Analytics Manger

Salary Range: \$60,000-\$75,000/year

### OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is responsible for administering numerous federal and state affordable housing-related programs targeted to Missourians with extremely-low to moderate incomes. MHDC works with many partners and stakeholders throughout the state of Missouri to fulfill MHDC's mission and goal to increase the availability of affordable housing through three main programmatic areas of affordable housing supply and demand needs: (1) Affordable Housing Development; (2) Single Family Homeownership; and (3) Homelessness Assistance.

### CULTURE

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is an organization with fewer than 150 staff and maintains a high staff retention rate. In recent years MHDC has embraced the transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

### BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, flexible scheduling, life balance including time off, casual dress code, downtown location with paid parking, and extensive benefits. In addition, MHDC is a governmental employer, which may provide qualifying employment for the Public Service Loan Forgiveness Program (PSLF). Below are just some of the benefits that MHDC is able to offer to full-time employees:

- Hybrid Teleworking-eligible position after 90 days (minimum 2 days a week in office)
- Telework Technology and Equipment Provided
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
- 3 Weeks Paid Time-off (annually)
- 3 Weeks Paid Time-off (medical)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

### COMPENSATION

	Low	High
Annual Base Salary	\$60,000	\$75,000
Annual Benefits Value	\$48,391	\$56,872
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TOTAL COMPENSATION VALUE:**	\$108,391	\$131,872

\*\* Actual total compensation is based on benefits elections.

## **WORKING REQUIREMENTS**

- Hybrid Teleworking-eligible position after 90 days
- In-office at Kansas City office (at minimum 2 days/week up to full-time after 90 days)
- Office location in downtown Kansas City, Missouri

## **ROLES AND RESPONSIBILITIES**

MHDC is seeking a skilled full-time Data and Reporting Analyst to support the activities of the Data & Analytics team. The Data & Analytics team supports the mission and goals of MDHC by ensuring that the organization both produces and utilizes accurate, valid, and reliable data and serves as a primary resource for affordable housing data in the state of Missouri. The Data and Reporting Analyst role will provide integral technical expertise to the team by developing and instituting methodologically sound data management, analysis, and reporting practices. The ideal candidate will have excellent analytical and technical skills.

## **ESSENTIAL DUTIES**

- Develop and maintain regular and ad hoc reports for agency departments as needed, utilizing a variety of methods and reporting/analytics software, including native database tools and external solutions.
- Develop and implement, data collection processes, data analytics, and other strategies that optimize statistical efficiency and quality.
- Build and maintain data dashboards using Tableau, Power BI, and/or other software platforms that automate reporting and provide visual representations of data.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Filter, clean, and transform data by reviewing reports and performance indicators to locate and correct problems.
- Maintain strong awareness of various federal, state, local, and private data sources that inform statewide housing trends and update internal records as needed.
- Demonstrate initiative and the ability to be effective and productive in working individually.
- Ensure that data reporting methodologies align to the maximum extent possible with available sources of information and automated reporting mechanisms.
- Advise on potential sources of error or uncertainty and recommend solutions to the supervisor and program staff.
- Represent MHDC at meetings, conferences and speaking engagements, as requested.
- Occasional travel, including long distance travel and overnights. (< 10%)

## **EDUCATION AND EXPERIENCE**

- A bachelor's degree from an accredited college or university in data science, statistics, mathematics, public policy/administration, community or economic development, or a related field.
- Graduate degree in any of the above academic fields is preferred.
- Three or more years of technical or professional experience in data analytics, database management/administration, data governance, and/or reporting.
- One or more years of experience regularly utilizing Tableau (including Tableau Prep), Power BI, or similar data visualization and analysis software.
- Experience in housing, housing policy, or government a plus.

## **SKILLS**

- Proficiency with Microsoft office systems, with skills in Excel.
- Experience with Tableau (including Tableau Prep), Power BI, or similar data visualization and analysis software.
- Familiarity with backend database structures and how to query from them.
- Knowledge of SQL and ability to use as needed to query databases, create reports, and analyze data is required.
- Familiarity with specialized software for tools including but not limited to geographic information systems, statistical analysis, economic impact analysis, data visualization, and/or business intelligence a plus.
- Solution-oriented team player, open to feedback, change, and continual learning and development.
- Project management and organization, ability to manage multiple projects and deadlines at once.
- Critical thinking, problem solving, and attention to detail.
- Ability to operate effectively as part of a team or independently.
- Speak competently to large and small groups.
- Openness and adaptability to quickly changing workloads and deadlines.