Come join a team of dedicated staff at an exceptional time in Smithsonian history, as the Institution continues work under a comprehensive strategic plan, expands the programming, educational, and scholarly activity of its museums and research centers, and undertakes its very first Institution-wide fundraising campaign.

As part of the campaign, the Smithsonian is building a model fundraising organization, one that will meet the growing needs of this unique organization and offer excellent professional opportunities. This position offers exciting opportunities for the successful candidate to make a significant impact on the future of the Smithsonian. There is no better time to join this amazing Institution.

The Business Intelligence Manager will build the Business Intelligence (BI) function in the Office of Advancement for the Smithsonian Institution, leveraging the recently implemented Pan Institutional Database for Advancement (PANDA) to create analytics and BI functionality designed to understand and enhance key business behaviors that drive donor acquisition, retention, and engagement. The Business Intelligence Manager uses advanced business analysis concepts and a comprehensive knowledge of fundraising management principles to resolve highly complex operational issues and meet the philanthropic objectives of the Smithsonian. This position is special opportunity to build both the business function and the team that will deliver dashboards, add KPIs, provide analytics, data mining and data modeling to the advancement community and integrate new data sources, maximizing the utility of the Pan-Institutional Database for Advancement (PANDA). The Business Intelligence Manager:

- Plans and implements the overall analytics and business intelligence strategy
- Leads the design and development of multiple, simultaneous analytical projects designed to understand and enhance key business behaviors that drive donor acquisition, retention, and engagement.
- Identifies opportunities to develop forecasts, statistical models, segmentation, and data-driven analysis to improve qualification, cultivation, solicitation, and stewardship efforts for all levels of donors, from membership to principal giving.
- Works with functional managers to identify information needs, discover new opportunities to optimize advancement, and develop reporting.
- Integrates web analytics into transactional and customer analytics
- Hires, trains, and supervises Analytics team and ensures that team meets the reporting and analytical needs of the business users
This work is completed using systems development life cycle methodology.

Qualified candidates will have:

- Experience leading several Business Intelligence project lifecycles, developing and using best practices and patterns to create a robust BI implementation that improved the efficiency and effectiveness of the business unit.
- Knowledge and experience in the fundraising non-profit sector, including application and use of dashboards, KPIs, interactive analytical reports and predictive models
- Expertise in applying technology to business programs, in particular the ability to quantitatively describe problems and engineer solutions and to gain acceptance and integration into the culture of the organization.
- Knowledge of specific technologies and best practices in the following areas: data visualization and presentation, dashboard design, data integration, data virtualization, predictive modeling, query design, data validation/automation, analytic functions, electronic data warehouse, ETL (extract, transform, load) and relational database structure.
- Knowledge and experience with BI tools such as Cognos, Tableau, QlikView and their open source equivalents, familiarity with relational databases and SQL, and experience with Microsoft Office
- Strong leadership skills and the ability to train, mentor, direct, and validate the work of team members.
- Strong written and oral communication skills, presentation skills, and the ability to build relationships and inspire others
- Curious, creative and collaborative approach to challenges

Experience in using a fundraising database, business intelligence tools and six years of applicable job experience is required.

The Office of Advancement oversees and guides the fundraising efforts of the entire Smithsonian and is home to the central advancement organization for the Institution. In addition to raising significant support for a variety of Smithsonian initiatives, the Office of Advancement provides support services to advancement offices across the Institution. The office engages with staff throughout the Smithsonian in accomplishing their goals.

The Smithsonian Institution is a unique complex of 19 museums and galleries, the National Zoological Park, and nine research centers. The Smithsonian is a national and world treasure and is dedicated to its founding mission, “the increase and diffusion of knowledge.” Its exhibitions, programs, collections, and outreach touch the lives of millions of Americans every year, as well as many who visit us from abroad.

The Smithsonian Institution offers a competitive salary and a comprehensive package of benefits. This is not a Federal Position, but has similar requirements and benefits. Interested candidates should submit their resumes and a cover letter to oastaffing@si.edu by October 16, 2015.
The Smithsonian Institution is an equal opportunity, affirmative action employer. Candidates of all backgrounds are encouraged to apply.