



# DATA MANAGEMENT ANALYST

## OVERVIEW OF OPPORTUNITY

If you enjoy collaborating with a team to analyze data, using it to create strong business strategies, supporting key stakeholders, a role as a Data Management Analyst may be perfect for you!

## WHAT YOU'LL DO

- Independently develop and employ research methodology and techniques using a variety of data and resources
- Manage data sets in Microsoft Dynamics (MSD)
- Establish and maintain reliable, efficient, and effective methods for communication to ensure data access and integrity
- Provide implementation of and technical support for MSD functionality
- Develop business analyses
- Develop public facing data visualizations
- Work with data providers to maintain relationships and report issues
- Present data to executive management and/or public stakeholders as necessary

## THIS JOB MIGHT BE FOR YOU IF

- You have a minimum of a Bachelor's Degree in a related field plus 4 years work experience or you have 8 years work in a related field
- You enjoy interpreting, and analyzing data
- You have Microsoft Dynamics (MSD) experience
- You are able to gather and prepare data from multiple sources in support of information analytics and business intelligence reports
- You demonstrate the ability to convey the key insights revealed by collected data in a visual format that is grouped, summarized, or formatted to be easily understood and actionable.
- You are experienced in identifying patterns and trends
- You employ excellent written and verbal communication skills

## WE GET EXTRA EXCITED ABOUT

- Prior experience as a data analyst
- Political acumen
- Project management experience
- Experience writing and presenting reports to peers and executives
- Strong analytical skills
- Strong oral and written communication skills



## WHY US

- Humans First!
- Good people doing good work!
- Remote work option
- Meaningful work in a positive culture
- 401K option
- Health, Dental, and Vision coverage available
- Generous time-off policies
- Fun team building activities
- Growth and development opportunities
- Work-life balance

## HOURS AND LOCATION

- Work M-F, 8am-5pm
- Role is primarily remote, reporting in office in the greater Sacramento area 2x per month
- This role is limited term (90 days)

## WHO WE ARE

Clutch is an award-winning, certified micro and women-owned business that works to match organizations with resources they dream about. Clutch elevates their employees by building on their strengths and promoting work-life balance. Our team of professionals support one another to continuously become the best versions of themselves; truly living out the Clutch core values of drive, optimism, and connection.