

## Data and Reporting Support Specialist

### Further Digital

We are a digital agency working with moderate and progressive non-profits to deliver amazing fundraising and advocacy strategies across digital platforms. We focus on paid advertising channels to help clients acquire new donors and maximize engagement with existing supporters. We believe passionately in the causes of our clients.

### Why we need you:

We are seeking a skilled and detail-oriented Data and Reporting Support Specialist to join our team. This individual will be responsible for assisting in the creation and maintenance of client-facing dashboards and reports. The ideal candidate will have experience in data analysis, visualization, and project management, and will be able to work collaboratively with internal and external stakeholders to ensure timely and accurate delivery of reporting solutions.

### Duties and Responsibilities

- Document and publish data refresh schedules for all dashboards and reports
- Assist in the implementation of QuickSight pages and presentations
- Manage the formatting of QuickSight dashboards to ensure uniformity and accuracy
- Serve as a central point of contact and support for all existing QuickSight report QC questions
- Support the deployment of new dashboard and reporting package releases
- Contribute to the resolution of production issues
- Implement, manage and triage Supermetrics queries
- Assist in the tracking of project progress and identify any potential roadblocks
- Contribute to the improvement of development processes and methodologies
- Maintain client logic and Data Strategy team documentation
- Contribute to the testing and debugging of code of all sorts
- Participate in code review and suggest improvements
- Support the client teams in setup and tracking of audience tests
- Assist client teams with data manipulation for client projects, such as matchbacks and 3rd party system reporting

## Essential Qualifications

- Associates+ degree in Computer Science, Data Science, Information Systems, or related field

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- 2+ years of experience in data analysis, visualization, and project management
- Experience with data visualization tools such as QuickSight, Looker, Qlik or Tableau
- Experience with programming languages (Python, SQL) and database management
- Experience with AWS, WinSCP, and Supermetrics
- Strong written and verbal communication skills
- Ability to work collaboratively with cross-functional teams and external stakeholders
- Strong attention to detail and ability to manage multiple tasks simultaneously
- Demonstrated ability to work in a fast-paced environment and adapt to changing priorities
- Hybrid role where 2 days of week must be in our Annapolis, MD office

If you are a self-starter who thrives in a fast-paced environment and is passionate about data analysis, visualization, and project management, we encourage you to apply for this exciting opportunity.

Further offers a collaborative and rewarding work environment where we value your input, experience and professional development. We do our best to match your education and talents to the work, and we provide you with a team leader to help you learn the ropes and become a productive team member. We offer competitive compensation, including health insurance options for all of our employees. Our culture focuses on acquiring and retaining the best talent and we give our team the support and freedom to achieve amazing things.

If Further selects you to move forward, you can expect to talk to our hiring manager and his team to discuss the technical aspects of your education and experience, your ability to work collaboratively to consult and provide client service, and the type of culture in which you like to work. If we select you for further consideration, be prepared to provide three references, come in for an in-person interview, and be willing to submit to a background check.

Further is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran or disability status. This role is not eligible for visa sponsorship, now or in the future.

Please reply to [analytics@further-digital.com](mailto:analytics@further-digital.com) with a cover letter expressing why you think you are a good fit for the job, along with your resume.