



AGA KHAN FOUNDATION

DATA ANALYTICS AND RESEARCH OFFICER

Aga Khan Foundation, USA

Data Analytics and Research Officer

LOCATION: WASHINGTON, D.C. / REMOTE

REPORTS TO: DIRECTOR, RESOURCE DEVELOPMENT AND COMMUNICATIONS.

ABOUT AGA KHAN FOUNDATION U.S.A. (AKF USA)

The Aga Khan Foundation (AKF) is an agency of the Aga Khan Development Network ([AKDN](#)) established in 1967 by His Highness the Aga Khan, and is a private, not-for-profit, non-denominational, international development organization.

As a recognized leader in field development, [AKF](#) brings together human, financial, and technical resources to address the challenges faced by some of the poorest and most marginalized communities in Africa and Asia, with a vision to alleviate poverty and improve the quality of life of communities for today as well as generations to come.

The Aga Khan Foundation, USA (AKF USA) [akfusa.org](#) operates from the national Washington D.C. office and is focused on fundraising, establishing strong programs and partnerships with government/non-government agencies and liaising with our field offices.

POSITION SUMMARY

AKF USA's Resource Development and Communications department is seeking an energetic individual with a passion for applying their critical thinking and analytical skill set to a Fundraising Data Analytics Officer role in a fast-paced environment. You will be responsible for performing research and data analytics, which optimize fundraising programs and campaigns. Reporting to the department Director, you will join a dynamic, supportive, and lean team where your ability to be strategic, flexible, and collaborative will be key. This position can work remotely within the USA.

If you are ready to grow your career in research and data analytics or make a switch from corporate to development, where the work you do every day makes a



significant difference in changing the lives of some of the poorest people in the world, then this role maybe for you.

PRIMARY DUTIES AND RESPONSIBILITIES

- Conduct data analysis to address fundraising business questions that help inform strategic decisions.
- Produce periodic reports to support, track and monitor fundraising performance.
- Manage and update prospect, donor, sponsor, volunteer, and other relevant databases using the CRM and other systems.
- Work closely with resource development and communication colleague(s) to ensure donation, pledge and sponsor forms gather data and insights to support research and analytics.
- Work closely with donor services to ensure extracted data and findings are aligned with their reports.
- Work closely with colleagues to support volunteers with relevant insights, data reports and lists of donors and sponsors.
- Design, develop, conduct, and report primary market research studies as needed.
- Manage and execute projects as assigned by the Director.
- Contribute to the new CRM transition as needed.
- Follow all institutional systems, processes, guidelines, and policies.
- Ensure and maintain brand reputation.

REQUIRED QUALIFICATIONS

- Bachelor's degree in statistics, data analytics, or related field.
- 3+ years of research and data analytics experience.
- Strategic, critical thinking, and analytical skills.
- Profiling and segmentation.
- Strong interpersonal skills.
- Ability to manage multiple work streams.
- Strong written and verbal communication and presentation skills.
- Team player and ability to work with individuals from different backgrounds.
- Working knowledge of data analytics, surveys, modelling tools, database management and CRM systems.
- Proficient in MS Office suite, Power Point, Excel, Word and Google docs.
- Fundraising and/or business experience would be a plus.
- Should be able to travel as needed.
- Candidates must be currently eligible for employment in the United States.



COMPENSATION PACKAGE

1. Salary range: \$65 – \$70k, based on experience and qualifications.
2. Medical, dental and vision plans with 100% of the cost of the premiums for employee only covered by AKF.
3. Life, AD&D, STD and LTD insurance sponsored 100% by AKF.
4. Section 125 Plans / FSA.
5. 401(k) with generous 8% employer contribution after one year of service.
6. 15 paid vacation days plus 12 paid sick days per year.
7. Up to 12 weeks of paid parental leave.
8. And more...

APPLICATIONS

Interested applicants, please submit a resume and cover letter together with the names and contact details of three professional references to: humanresources.akfusa@akdn.org subject line: **Research and Data Analytics Officer**

Deadline for application: **June 7th, 2023**

AKF USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF USA employees requires all employees to review and abide by the AKF Gender Equality Policy.

AKF USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF USA requires all employees to review and abide by the AKF Safeguarding Policy.