



Philadelphia Youth Network, Inc. Job Description

Job Title: Business Intelligence Project Manager		Location: 400 Market Street, Suite 200
Division: Information Systems		Department: Information Systems
Reports to: Director, Information Systems		Date Posted:
Benefits: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern
About the Information Systems Department: The Information Systems Department (IS) is responsible for the operations of PYN's technology infrastructure in support of the organization's core functions. In doing so, among other responsibilities, IS manages the organization's network infrastructure, servers, web sites and databases, and compliance with local and federal government requirements.		
General Description: Reporting to the Director of IS, the Business Intelligence Project Manager (BIPM) is responsible for PYN's overall success of reporting data deliverables. The BIPM is responsible for coordinating with internal departments and/or external partners to build or deploy data warehouses, applications and portals, through the creation of various dashboards, reports, and data governance processes. They must also identify business improvement areas and develop appropriate solutions. The BIPM collaborates with various cross-functional teams and management to support data governance and a data driven culture at PYN.		
Essential Functions: <ul style="list-style-type: none">• Build or deploy data warehouses, applications, and portals, that meet PYN's operating requirements for business intelligence.• Support the strategic direction for access and delivery of critical information to business units to drive business decisions.• Actively drive the creation and adoption of a self-service strategy to promote business delivered content and enablement of business-driven analytics.• Partner with key internal stakeholders to develop data governance processes to ensure integrity, consistency and security of data across the enterprise systems.• Create additional reports, as necessary, to demonstrate results of action plans.• Ensure reporting systems integrity by utilizing checks and balances.		

- Provide research and recommendations for additional reports, tracking tools, and/or metrics that will contribute to the management of productivity and performance.
- Analyze data to isolate specific challenges and opportunities using advanced techniques such as predictive analytics and machine learning.
- Perform presentations and demonstrations to users and departments.
- Contribute to team efforts by accomplishing other duties as needed.

Education, Experience & Skills Required:

- Bachelor's degree required in computer science, mathematics, operations, or other related technical fields. In lieu of degree, 5+ years of experience in analytics or data related fields working with enterprise database deployments of SQL Server, with 2+ years of Data Warehousing experience.
- Thorough knowledge of Microsoft Reporting/Analytical tools (SSRS, SSIS, SSAS, and Power BI), with experience that includes BI methodology, development, and programming (T-SQL).
- Attention to detail and a high level of understanding of how to produce accurate and meaningful metrics to deliver high quality, actionable, efficient, and interactive reporting, dashboards and insights.
- Possess outstanding process and project management skills, including coordinating activities across diverse cross-functional teams to ensure that contributions are aligned and integrated in PYN BI solutions.
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting).