

Position Description

Division: Administration
Title: Information Systems Analyst



National Forest Foundation (NFF) is pleased to offer a regular, full-time position that will maximize the value of its currently deployed and future Information Systems, effectively implement new database applications, ensure integration function, and establish and foster a culture that promotes great data governance.

About the NFF: The NFF works with communities and organizations to conserve and enhance the watersheds, wildlife habitat, wild places, and recreational opportunities across our 193-million-acre National Forest System. The NFF seeks to engage all Americans in this work.

Position Function: The incumbent is responsible for overseeing the NFF reinvention of its information systems (IS) and data flow, with a focus on high data integrity and user efficiency. The Information Systems Analyst will initially report to the President & CEO, through IS design, structure, and implementation. After initial IS restructure is complete, the Information Systems Analyst will be nested more appropriately within the NFF organizational structure.

Position Duties and Responsibilities: The Information Systems Analyst will:

- Organize and facilitate an internal cross-functional team to formalize IS policies, standards, practices, and measures to ensure effective and consistent information processing operations and to safeguard information resources.
- Organize and facilitate an internal team of cross-functional users of database applications, to ensure inter-departmental communication and strong interoperability between systems.
- Manage organizational adoption of new CRM and grants/project management systems, working with an internal team and existing contracted consultant.
- Organize and facilitate organizational teams in the transfer to new IS.
- Coordinate all IS needs.
- Design and implement staff trainings and reference materials, and provide ongoing support to enable effective transitions to new systems.
- Coordinate the development of end user documentation and ensure IS projects are successful.
- Help the NFF maximize IS value while making staff more efficient and effective in its use.

- Work with internal team to design and create reports and dashboards that provide useful KPIs to all departments.
- Analyze, document and make recommendations to management for continuous improvement.
- Serve as point of contact for the NFF contracted Information Technology (IT) consultants.
- Plan, prepare budget, track inventory, purchase, monitor, and ship software and hardware to meet overall technology needs. Serve as a liaison to staff for technology issues and trends.

Education and Qualifications: NFF expects the Information Systems Analyst to possess the following educational and experiential qualifications:

- Undergraduate degree in Information Systems, Computer Science or a related field, or equivalent experience.
- A minimum of 5 years' relevant experience with proven results in data management, data governance and technology.
- Prior experience implementing new organization-wide IS.
- Strong understanding of database concepts and methods of systems integration.

Abilities and Skills: NFF expects the Information Systems Analyst to possess the following proven abilities and skills:

- Ability to work effectively with the diverse perspectives of NFF staff in a clear and professional manner through excellent written and oral communication skills, excellent interpersonal skills, and a customer-service mindset.
- Highly analytical in nature, possess strong problem-solving skills, and be genuinely curious about how people interact with and use data systems.
- Ability to collaboratively manage IS and evaluate their outcomes against quantifiable measures of success.
- Ability to set priorities, while managing a variety of projects and tasks to successful completion.
- Interest in creative teaching and training approaches to support organizational and staff adoption of new technologies and systems.
- Ability to work well, and be flexible in a team-oriented environment.
- Excellent research and analytical skills with a strong attention to detail.
- Have a valid U.S. Driver's License.

Location: The position is located in Missoula, MT.

Compensation: The NFF offers compensation commensurate with skills and experience, and provides a competitive benefits package. Salary for this position will be in the \$58,000 to \$68,000 range.

To Apply: Please send a cover letter and resume in .pdf format by October 30, 2020 to Sheree' Bombard at sbombard@nationalforests.org with subject line: Application for Information Systems Analyst.

The National Forest Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.

Additional information on the National Forest Foundation can be found at www.nationalforests.org.