



**MEMBERSHIP PROJECT & DATA ANALYST  
MEMBER & GEOGRAPHIC ACTIVITIES - NJ  
EOE M/F/D/V**

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Full-time Exempt

25 February 2009

**Job Code: E2528-22060**

**Salary Band: EE05**

**Responsibilities:** The Membership Project & Data Analyst will assist management business decisions ongoing data query analysis regarding membership trends through use of Siebel/WebTrends. Ad hoc analysis of the results of business decisions implemented by corporate partners. The incumbent will produce reports based on data analysis using Excel for distribution to management to assist in future business decisions. He/she will perform advanced analysis of member business data including development of models for determining expected impact of changes to member acquisition and retention strategies, member lifetime value analysis and scenario comparisons. This position will analyze data using statistical techniques and write reports that communicate important research findings to staff, executives, and volunteers. The incumbent will manage loading, maintenance and management of member data including cleansing/standardization for both monthly and annual member statistics. He/she will act as a coordinator for Renewal Process related projects. Project objective is to design, produce, test and deliver renewal billing invoices to 400,000+ members/non-members. This position will identify specific activities that must be performed to produce the various project deliverables. The incumbent will evaluate overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards. He/she will accomplish this through the generation of audit reports using Business Objects and other standardized software tools. He/she will understand the tasks, functions, and roles of the annual membership renewal process and work with renewal project manager to ensure that each year's renewal is launched as a simple and smooth experience for IEEE members. The incumbent will work with Project Manager as interface to Renewal Marketing Manager. This consists of forms design, language creation and the tracking of responses from all involved IEEE Staff. Valid unexpired passport is required if travelling internationally.

**Requirements:** Bachelor's degree in statistics, business, applied mathematics, engineering, social science, economics or related field preferred. Minimum of three years project coordination experience in a business environment. At least three years experience in industry or association with database management/CRM systems, business statistics and analysis. Financial analysis or Six Sigma toolkit skills desired. Excellent organizational, communication (oral & written) and interpersonal skills. Ability to develop, implement, manage and evaluate projects and processes, ability to work independently and successfully in a group environment, prioritize and balance multiple tasks to meet deadlines. Results-oriented. Knowledge and ability to work within volunteer-driven environment. Proficient using software packages including CRM, MSWord, Excel, Powerpoint, Visio, Business Objects, WebIntelligence, MS Project.

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