Position Number: D92981  
Job Title: Strategic Analyst  
Department: University Advancement  
FTE: 1.0 FTE  
Job Type: Administrative  
Posted Date: 12/18/12

The Strategic Analyst will work in identifying and analyzing the financial impacts of issues and decisions related to securing private funding for Portland State University and propose strategies to maximize the performance of University Advancement. The individual will work independently under supervision from the Assistant Vice President for Advancement Services, with latitude for initiative and independent judgment.

Responsibilities

- Apply management analysis processes, statistical methods and advanced technical as well as analytical research techniques to develop solutions and strategies based on University Advancement data and University-wide goals.
- Analyze operational activities to obtain a quantitative basis for decision making and resource allocation.
- Design, facilitate and implement complex organizational change that addresses strategic, structural, process and behavioral factors.
- Develop strategic plans, business plans, organizational assessments and cultural change programs.
- Employ business process improvements and reengineering methodologies and principles for modernization of systems and projects.
- Create project plans to achieve performance-based objectives, enhancing implementation, systems and service.
- Deliver effective presentations of findings and recommendations to multiple levels of stakeholders.
- Manage projects with multiple stakeholders both within and outside the organization, and identify and recommend opportunities to increase efficiency, quality, and impact to University Advancement leadership.
- Gather and analyze massive amounts of information expeditiously.
- Safeguard constituent privacy by adhering to the Donor Bill of Rights, Family Educational Rights and Privacy Act (FERPA) and the Association of Professional Researchers for Advancement (APRA) Code of Ethics.
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seek opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adhere to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.
- Other duties as assigned.
Minimum Qualifications

- Bachelor's degree
- Experienced in business and financial analysis techniques such as process flow mapping, value stream mapping and financial modeling.
- Distinctive problem solving skills with a high degree of analytical rigor and strategic thinking; proven experience identifying risks, opportunities for business improvement, and defining and measuring the success of those initiatives.
- Strong computer skills, including superior Excel skills (e.g. pivot tables) and familiarity with relational databases.
- Demonstrated ability to synthesize information to see big picture while effectively managing details.
- Outstanding oral and written communication skills and presentation skills with the ability to instill confidence and trust with management and internal stakeholders.
- Demonstrated interpersonal skills within cross functional teams. Highly regarded for integrity, ethics, flexibility, teamwork and professional excellence.
- Ability to work independently while exercising sound judgment, and keeping key constituents and stakeholders informed and appropriately involved.
- Excellent organizational and project management skills, including process improvement, attention to detail, and prioritization.
- Demonstrated high level of initiative and the ability to anticipate and meet unexpected situations.
- Self-motivated to define and drive continuous process improvement.
- Able to handle multiple tasks concurrently and successfully prioritize when faced with requests, demands and deadlines in a fast-paced and changing environment.
- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all of PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Preferred Qualifications

- Degree in Accounting, related discipline, or MBA
- CPA
- Knowledge of 990 reporting
- Knowledge of GASB and UPMIFA
- Experience in a fundraising office
To Apply

Interested candidates should submit a cover letter that addresses the required qualifications using examples where possible; resume; salary requirement; and the names, addresses, and telephone numbers of at least three references.

**Electronic submission of applications and correspondence is strongly preferred.** Materials may be submitted at devjobs@pdx.edu noting “Strategic Analyst Search” in the subject line or by mail to:

Strategic Analyst Search Committee  
Office of University Advancement  
Portland State University  
P O Box 751-DEV  
Portland, Oregon 97207

Review of applications will begin immediately and the position will remain open until finalists are identified.

Portland State University is an Affirmative Action, Equal Opportunity institution and, in keeping with the President’s diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.