



Corporate Business Analyst Chicago-Office Based - Full-Time/Regular

Event 360 is the nation's leading designer and director of events for nonprofits. We engage hearts and minds through entertaining, moving, and flawless experiences that help nonprofits inspire record levels of interest, giving, and loyalty. We are searching for someone to help put our mission into action.

The ideal candidate is an energetic, forward-thinking and creative individual with high ethical standards and an appropriate professional image. Solid business acumen, a strong results orientation and strong presentation skills are a must, as is an ability to work enthusiastically in a constantly changing environment. The successful candidate possesses the capacity to think strategically coupled with the abilities to excel operationally. The willingness to raise questions, the ability to provide solutions, an understanding of real teamwork, the thoughtfulness to reconsider positions, the confidence to advance new ones, the maturity to do all of the preceding with poise, and a real and sincere sense of humor are required. This is a values-centered company and we expect our entire team to support and project our values in every interaction.

Summary

The Corporate Business Analyst identifies and recommends operational improvement opportunities through reporting, process and trend analysis. The Corporate Business Analyst develops ad-hoc reports for data analysis to support initiatives and interacts with Senior Management to recommend next-level operational strategies. This position must provide work product in a manner that shows a comprehensive understanding of the business needs of the company and be resourceful and reliable in handling and completing matters.

This position is classified as exempt and is based in the Chicago, IL Corporate Office. The position reports directly to the Controller.

Qualifications

- A combination of the completion of a Bachelor's Degree in Accounting, or related field, and at least 2-4 years of experience in a business/database analyst position.
- Experience in strategic planning and execution.
- Work requires professional written and verbal communication and interpersonal skills.
- Excellent teamwork skills, and be able to communicate financial information to non-accountants effectively.
- Ability to participate in and facilitate group meetings.
- Event management/production experience is beneficial but not required
- Knowledge of Microsoft Office including Outlook, Word and PowerPoint
- Strong knowledge of Microsoft Excel and Access
- Administration and Management — knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, production methods, and coordination of people and resources.
- Capability to perform a variety of complicated tasks
- A certain degree of creativity and latitude is required
- Judgment and Decision Making — considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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- Inductive Reasoning - the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Deductive Reasoning - the ability to apply general rules to specific problems to produce answers that make sense
- Problem Sensitivity - the ability to tell when something is wrong or is likely to go wrong.
- Complex Problem Solving — identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Responsibilities (included, but not limited to)

- Develops ad-hoc reports to conduct data analysis and validation
- Researches methodologies and conducts metric reporting
- Analyze financial data, spot trends, and develop forecasts to recommend process and/or operational improvements
- Support of new solicitations/products quotes
- Sales and margins reporting and analyses
- Develops business metrics by studying and documenting the cross-functional interaction of business operations to enable the organization to produce complete cross-functional business plans and determine appropriate staffing levels for these plans
- Performs profitability analyses and evaluates return on investment for all financial proposals.
- Monitors P&L performance to budget or forecast and makes recommendations to senior management for corrective actions to ensure operational execution
- Identifies financial risks, opportunities, and process improvements and makes recommendations to senior management for corrective actions
- Performs and/or manages the financial modeling and productivity analysis of the business to determine the dynamics that drive company performance.
- Prepares detail and summary level reports including written interpretation of analytic results
- Presents results to management, including data-driven business recommendations and alternatives
- Evaluates financial impact of implemented initiatives
- Time Tracking Project Management
 - Reporting and System Training as needed
 - System Maintenance
 - Facilitate the process of employees entering time.
- Database Reporting/Analysis
 - Creation and maintenance of database for time analyses
- Employee Productivity Analyses
- Project Productivity Analyses
- Establish and implement short- and long-range goals, objectives, policies, and operating procedures.
- Recommend and administer policies and procedures to enhance operations.
- Support the overall values and goals of the team and the company.
- Other duties and projects as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear.

- Must occasionally lift and/or move up to 10 pounds.
- The employee spends most of their time sitting at their computer and/or on the phone.
- May experience extended periods of time standing at the copier/printer/fax machine.
- May experience extended periods of time sitting down or standing through meetings and presentations.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working conditions are normal for an office environment and usually takes place in a clean, pleasant, and comfortable office setting.
- The noise level in the work environment is usually moderate.
- The employee works a standard 40-hour week, but may work longer hours, based on client and business needs.
- When on event, employee may be exposed to adverse weather conditions
- Work may require 3% travel.