**JOB ANNOUNCEMENT**

**Data Analyst (Full-time, Non-exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 50+ and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over $300 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary:** Opportunity Fund is seeking a qualified Data Analyst that will manage our reporting and data analysis for our risk management and small business sales efforts. Qualified candidates will have the ability to work independently, be hard-working, have a college degree, be comfortable with large sets of data, have expert level skills with MS Excel, and demonstrate an ability to analyze data, identify trends, and develop hypothesis for changes in data. Opportunity Fund’s target market includes a wide spectrum of businesses, ranging from small, informal cash-based businesses with no credit and limited documentation to businesses with up to $250,000 in monthly sales and 5-10 employees. The Data Analyst will play an instrumental role in the risk management and growth of Opportunity Fund. This is a great opportunity to gain broad exposure in risk management, sales, marketing, and small business lending with a mission driven organization, and to have a meaningful impact on the organization's future as well as our community. Key areas of focus will include data analysis, generating reports, maintaining and managing the reporting requirements and taking on various special projects. This position reports to the Director of Underwriting and works closely with the Director of Business Development and EVP of Lending.

**Key Responsibilities:**

* Analyze big data.
* Identify trends and investigate and develop conclusions.
* Create and generate reports for Opportunity Fund Senior Management and Board of Directors as it pertains to our credit risk management and sales efforts.
* Manage and maintain quarterly reports.
* Engage with Senior Management and attend quarterly presentations.
* Develop new reports as necessary.
* Performs independent research.
* Work on various special projects.

**Required Qualifications:**

* 1 – 3 years of relevant work experience.
* College degree in Business, Math, Statistics or similar field.
* Demonstrated self-starter and ability to work independently and with others, who goes beyond job description to make sure goals are achieved.
* Expert knowledge of MS Excel required.
* Microsoft Access, CRM, and SQL reporting and / or other data analysis and reporting tools would be a plus.
* Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment.
* Demonstrated interest in the mission and values of Opportunity Fund

**Compensation and Office Location:**

* Competitive salary commensurate with experience.
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
* Tax deferred 403(B) retirement plan (some employer contribution);
* Paid vacation (increased with tenure), holiday and sick leave days.
* Public transportation or paid parking benefit.
* Either Opportunity Fund’s San Francisco, San Jose or Los Angeles office.

**To Apply:**

Interested candidates should email a resume and thoughtful cover letter to jobs@opportunityfund.org that includes how you heard about the position and “Data Analyst” in the subject line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer: [www.opportunityfund.org](http://www.opportunityfund.org/)