

# Diversity, Equity, & Inclusion Business Analyst

## Diversity, Equity, & Inclusion Department

### Summary:

The DEI Business Analyst is responsible for maintaining reliable data sources, robust process documentation, responding to industry benchmarking surveys, distilling actionable insights from disparate data sources, and providing quality assurance review of final deliverables. The position will report to the department's Senior Analytics & Reporting Manager and support other department leaders.

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### Qualifications:

- Bachelor's Degree in a relevant field. Certification or coursework in data analytics or data science a plus.
- Minimum of 2 years relevant experience in quantitative analysis leveraging tools like Excel and SQL.
- Prior project management experience preferred.
- Detail-oriented with an ability to be flexible as needs and priorities shift.
- Strong written and verbal communication skills with the ability to succinctly communicate complex concepts.
- Effective interpersonal skills for collaborating with a wide range of stakeholders.
- Proven success in a corporate setting, working with all levels of management.

### Duties and Responsibilities:

Key duties and responsibilities include:

- Perform robust data analysis to extract meaningful insights, trends, and patterns from multiple data sources.
- Ensure the accuracy and quality of data by conducting thorough validation and data cleaning.
- Create visually engaging reports and dashboards to convey complex data in a clear and concise manner, utilizing tools such as Excel, Tableau, or other relevant software.
- Proactively seek opportunities to improve data processes across the DEI team.
- Craft clearly written responses to industry survey requests on the firm's DEI policies and initiatives.
- Effectively prioritize and manage multiple data requests, ensuring that deadlines are met and stakeholders promptly receive needed information.
- Liaise between the DEI team and other internal stakeholders across the firm to define DEI project/request requirements, scopes, and objectives.
- Analyze project/request progress and, when necessary, adapt scope or timeline to achieve optimal results.
- Maintain DEI project/request tracking in our project management system to monitor workflow.
- Report project risks and outcomes to appropriate team leadership, and escalate issues promptly when necessary.
- Additional duties not listed in the job description as required by business needs.

**Qualifications (continued):**

- Superior judgment and ability to deal discreetly with confidential information.
- Cross-cultural skills and awareness.
- Experience in a professional services and/or law firm a strong plus.

**Status:** Exempt**Workplace Type:** Hybrid**Reports To:** Senior Manager of DEI Analytics & Reporting

Salary range is \$93,000-\$131,000.

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