Data Analyst

Overview of CDCLI

Community Development Corporation of Long Island (CDCLI) was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today.

CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents across communities on Long Island.

Our organization is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist Long Island residents in achieving their dreams.

With our mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus:

(1) Community Development and Housing for All  
(2) Economic Stability  
(3) Advocacy

The Opportunity

This is an exciting opportunity to join a growing, award-winning, mission-driven entity that is at the forefront of the affordable and sustainable housing ecosystem on Long Island.

The Data Analyst reports to the Vice President of Marketing and Development as part of the Marketing and Development team. The Marketing and Development team is charged with leading on all grant writing, data analytics, development and marketing efforts for entity-wide business lines. The Data Analyst utilizes excel, relational data management systems, and a variety of data visualization tools to interpret and analyze complex data sets from CDCLI’s different portfolio lines (which includes; Real Estate Development, Resident Services, Home Improvement and Optimization, Lending Rental Assistance, and a variety of other innovative initiatives) offerings and provide reporting and analysis to CDCLI’s Executive Management Group.

Under the direct supervision of the Vice President of Marketing and Development, the Data Analyst works closely with CDCLI’s leadership team to preserve project data, and information for accurate reporting and advocacy efforts. This includes the maintenance and development of compelling reports and dashboards to track leads, identify trends, monitor customer and user experience, translate data into actionable information to facilitate data informed program design from concept to implementation to make projections.
Efforts and findings will also inform and drive policy recommendations and legislative initiatives as it pertains to community development, housing opportunities and sustainability efforts. The Data Analyst performs research to identify best practices and benchmarking data at similar organizations and the affordable housing ecosystem. Additionally, you should be committed to continued innovation and growth.

**Responsibilities**

- Work independently and collaborate with colleagues to understand database structure and business processes
- Interpret data, analyze results using statistical methods
- Create and maintain interactive visualizations through data interpretation and analysis integrating various reporting components from multiple data sources
- Define and implement data acquisition and integration logic, select appropriate combination of methods and tools for optimal scalability and performance.
- Identify and implement data integrity improvements across work units
- Build proactive data validation automation to catch data integrity issues
- Develop, implement, and maintain leading edge analytic systems, taking complicated problems and building simple frameworks
- Identify trends and opportunities for growth through analysis of complex data sets
- Create best practice reports based on data mining, analysis, and visualization
- Evaluate internal systems for efficiency, problems, and inaccuracies, develop and maintain protocols for handling, processing, and cleaning data
- Work directly with management and users to gather requirements, provide status updates, and build relationships
- Ability to organize and lead meetings with staff
- Strong ability to troubleshoot and resolve data issues

**Qualifications**

- Commitment to the mission of CDCLI
- Minimum of 2 years working experience in technical data analysis, data science, or data warehousing with proven business analysis experience
- Technical expertise regarding data models, database design development, data mining and segmentation techniques
- Proven analytical skills, including mining, evaluation, analysis, and visualization
- Excellent writing, communication, reporting, and presentation skills.
- Strong SQL or Excel skills with the ability to learn other analytical tools
- Advanced knowledge of computer skills including Office Suites, Presentation software, Spreadsheets, Communication and collaboration tools (Microsoft teams, etc.), and Operating systems, for example Windows and Mac.
- Familiarity with customer management tools, is a plus
- BS in Mathematics, Economics, Computer Science, Information Management or Statistics
- Passionate about data and analyzing business needs
**How to Apply**

Competitive salary and robust benefits package.

For consideration, please submit resume and cover letter [here](#).

CDCLI is proud to be an equal opportunity employer. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.

*We Invest in Your Dreams*™