

Analyst and Data Manager Job Description

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The Mission. COSA's mission is to accelerate sustainability by advancing smart performance metrics and innovative technologies, enabling users to take better decisions that make a tangible difference for people and planet. Our clients are corporations, including some Fortune 500 brands and retailers, and also public sector institutions. Our tools and services help our clients understand vital issues in their supply chains or sustainability projects (e.g., child labor and deforestation) and understand where their efforts to improve conditions (including food security and education) are having the desired impact. Due to the large reach of our clients' supply chains and scale of investments, the knowledge generated by COSA for its clients has outsized impacts on sustainability and poverty.

Current Need. Technology is at the core of what we do: configuring apps, collecting data in remote locations, analyzing risks and opportunities, and generating interactive reports and dashboards. COSA refers to these technologies collectively as its Sustainable Intelligence System. We are looking for a key staff person in the area of data learning and technology to join our team to help deliver COSA's overall impact by driving the evolution of COSA technology. The ideal hire is able to roll up their sleeves to handle the day-to-day work when needed.

Responsibilities

The Analyst and Data Manager will be responsible for driving, with COSA's Technology team, a data platform strategy and tool coherence to ensure a replicable data pipeline for use by multiple clients. This includes process replicability, scalability, efficiency and automation in producing high value analytical outputs with data integrity. The ideal hire has specialized skills in automation, scaling, and integrating different platforms; and at the same time is a big-picture thinker.

The position provides a unique opportunity to join a small dynamic team and organization with high-growth and impact potential. Specifically the Analyst and Data Manager will be responsible for three key areas:

I. **Develop Technology Strategy**

- Help lead organizational growth strategy from a technology and data perspective.
- Help refine tool chain (vet and select platforms) to collect data, store and analyze it and present dynamic visualizations.
- Establish a product/improvement roadmap to meet evolving needs of organization and clients.

II. **Drive ongoing improvement in COSA's Sustainability Intelligence System**

The Analyst and Data Manager's primary responsibility is to ensure that the tools that constitute the SIS function work coherently to allow deep learning from data and to improve efficiency through replicable data pipelines and workflows. This includes ensuring that they deliver intended benefits to clients, that

processes are increasingly automated so that they can be executed efficiently, and maintain strict security while allowing non-technical staff to engage with data as needed for their roles. This will include ensuring data continuity and integrity by ensuring

- that tools used for data collection are connected to database in an efficient and secure manner that optimally provides real-time updates
- that database is connected to dashboards in an efficient, real-time and secure manner

III. Execute optimal protocols for tools and technology

The Analyst and Data Manager's responsibilities will include some routine activities, with the goal of automating them over time. These may include:

1. Building custom tools for clients by
 - a. Configuring data collection tools
 - b. Conducting analysis, writing queries
 - c. Configuring dashboards and reports
2. Help organize and document technical IP including
 - a. Survey questions, language translations and skip logic
 - b. Scoring formulas
 - c. Queries
3. Quality Assurance such as
 - a. Testing protocols to ensure high quality before launching tools and dashboards
 - b. Data cleaning protocols
 - c. Troubleshooting and support protocol
4. Security checks and ensure/test backups
 - a. Setting up backups and ensuring they are working; testing and conducting 'fire-drill' exercises
 - b. Experience with test-drive development (TDD) (automated code to monitor functionality)

Desired skills and experience

- Experience scaling a SaaS solution
 - Experience in specifying and assembling technology stacks and integrating cloud platforms
 - Experience managing a small team of outsourced developers/data scientists
- Strong, demonstrable expertise in data security
- Fluency in English is required. A second major language is helpful, especially Spanish or Portuguese
- Some knowledge of sustainability, international development, and agriculture commodities is a plus

- Expertise in data collection, analysis, and reporting
- Low or no-code app builders such as Microsoft PowerApps, DronaHQ, Zoho Creator
 - Databases
 - SQL databases
 - Expertise managing data across multiple relational tables
 - 100K - 2 Mil rows of data
 - Experience integrating with major ERP and other enterprise platforms
 - SAP
 - Oracle
 - Netsuite
 - APIs
 - Pulling data from existing systems into Database
 - Pushing data to visualization platforms
 - Data visualization
 - Connecting database and embedding visualizations in a web application
 - Experience working with platforms such as Tableau, Power BI, Qlik or similar a plus.
 - Specific experience mapping/diagramming supply chains a plus
 - Programming/Languages a plus, specifically:
 - Java
 - Node
 - Javascript

About this position: This is a full-time, remote position. Individual ideally is based in a time zone in the Americas or Europe/Africa, in order to facilitate collaboration with a team based in these regions.

Salary: Commensurate with experience.

Interested applicants

Please complete these 2 steps: [Apply here](#), and send resume/CV to: Careers@thecosa.org.

Only applicants of interest will be contacted.

Thank you.