JOB DESCRIPTION

Position: Senior Data Analyst (full-time)
Location: Remote, global
Contract term: 12 months, with possibility of extension
Salary: The monthly salary ranges from **US$1,800 to US$2,000**, with benefits in line with WFD policy, including paid leave days, sick leave days, national holidays, and medical allowance.

THE OPPORTUNITY

Women First Digital (WFD) is looking for a **passionate Senior Data Analyst who is capable of extracting, synthesizing, and analyzing data** from multiple sources to better understand our users' self-care journeys, needs, and use of our digital products. The successful candidate will **proactively generate actionable insights** that support organizational decision-making, product optimization, donor reporting, and strategic planning.

Building on **WFD's existing analytics infrastructure**, including Google BigQuery and Looker Studio, this role will **continuously improve our centralized data ecosystem** by integrating new data sources, optimizing reporting, and ensuring high-quality, accessible data across the organization. The role will **work closely with cross-functional teams** to support reporting needs, strengthen measurement frameworks, and improve organizational learning through data.

This position is **fully remote** and can be done from any location with a **reliable internet connection**.

KEY RESPONSIBILITIES

- Own and continuously optimize **WFD's centralized data ecosystem**, including the data repository, documentation, Google BigQuery datasets, and visualization portal.
- Ensure **data quality, consistency, accessibility, and scalability** across all organizational data sources, effectively supporting organizational priorities.
- Integrate **new data sources** into WFD's analytics infrastructure as digital platforms, systems, and reporting requirements evolve.
- Maintain and optimize **dashboards and reporting systems** that support data insights and evidence-based decision making.
- Proactively identify **trends, opportunities, risks, and data gaps**, translating complex data into strategic recommendations for leadership.
- Lead **cross-functional analyses** to better understand user journeys, platform performance, operational efficiency and organizational impact.
- **Partner closely with leadership** from Digital Operations, Partnerships, and Digital Marketing to strengthen data collection, reporting, and organizational learning.

- **Analyze and synthesize organizational data** to support high-quality donor reporting, impact measurement, and strategic decision-making.
- Drive **innovation and continuous improvemen**t in data management, analytics, visualization, automation, and data literacy across WFD.

POSITION REQUIREMENTS

- **Minimum 3 to 5 years of experience** in data analysis, data management, reporting, and visualization, including extracting, transforming, and synthesizing quantitative data from multiple sources.
- **Advanced Excel or Google Sheets skills** (PivotTables, advanced formulas, Power Query/data connectors, importing and combining external data sources, etc.).
- **Strong SQL skills** (query writing, joins, CTEs, window functions, aggregations, query optimization, and data manipulation).
- Experience with **Python for data analysis and automation** (Pandas, NumPy, API integration, data cleaning, ETL development and maintenance).
- Experience with or willingness to learn **Google BigQuery and cloud-based data warehousing**.
- Experience **developing and maintaining dashboards** using Google Looker Studio or similar business intelligence tools.
- Familiarity with **Google Analytics 4 (GA4) and digital analytics concepts**.
- Experience **integrating and managing multiple data sources** to support scalable reporting and analytics.
- Demonstrated **strong analytical skills** with the ability to collect, organize, analyze, and communicate significant amounts of information with attention to detail and accuracy.
- Adept at **report writing and presenting findings** to a variety of internal and external stakeholders.
- Experience analyzing data for **donor reports, monitoring frameworks, or organizational performance** reporting is an asset.
- Experience working with **REST APIs and JSON data** is also an asset.
- Available to work **40 hours per week** (full-time).
- Must be fluent in written and oral **English**; knowledge of **French** and/or **Spanish** is a plus.
- Ability to work **independently while collaborating effectively** across multidisciplinary teams.
- Highly **organized**, **proactive**, **innovative**, and **detail-oriented**.
- Must have a **laptop** and **personal phone** with a stable and reliable **internet connection**.

APPLICATION PROCESS

We invite all interested candidates to apply through the following link Senior Data Analyst **by Tuesday, August 4th**. Applications should include a CV highlighting relevant experience in data management and analysis, as well as answer all open and multiple choice questions. Shortlisted candidates will be invited for a conversation.