



Position: Business Intelligence Analyst

Reports to: National Director, Insights and Performance

Language Requirement: Bilingual (English and French) – Asset

Employment: Permanent, Full-time

Hiring Salary Range: \$73,000 to \$90,000, commensurate with experience

Location: Ottawa (preferred)

Posting Date: March 16, 2026

Reply Deadline: March 30, 2026

Opportunity

United Way Centraide (UWC) is Canada's leading network of local community builders empowering people to make lasting social change in their communities. With a presence across Canada, serving over 5000 communities, our network of local United Ways and Centraides tackle the most important social issue of poverty and social exclusion. Our vision is that everyone in every community has the opportunity to reach their full potential. United Way Centraide Canada (UWCC) is the national office that provides leadership and services to UWC members across the country.

Profile

UWCC data and insight program is an integral part of a broader strategy to position the UWC network for long-term growth and impact.

The data and insights program is a strategic link between operations and business units with a mandate to advance UWCC's strategic priorities including network wide strategic alignment, interoperability and performance.

Working with teams across the organization and reporting to the National Director of Insights and Performance, the Business Intelligence Analyst will contribute to the development of UWCC's data insight strategy and maturity roadmap and will support their implementations in the following areas:

- **Advanced business analytics** – Proactive critical analysis of internal and external data sources, their utilization, and identification of opportunities for further insights to support business priorities and decisions.
- **Empowered self-serve delivery models** – Implementation of a "self-serve" principle into existing and new data insight products and services including capacity-building to support change management and enhance adoption.
- **Data infrastructure, governance, and management** - Enhancement of data flow processes, introduction and management of a data governance program.

The successful candidate for this position will have a solid understanding of data analysis, is comfortable working collaboratively in a dynamic and multi-stakeholder environment and

has strong curiosity and passion to learn about emerging trends and needs in the community services sectors.

Responsibilities

ADVANCED BUSINESS ANALYTICS

- Work cross-functionally to identify business problems and requirements and collect, clean, manage, and analyze available and related data to advance UWCC's work using meaningful insights
- Responding to data insight needs, analyze (mine) and interpret internal and secondary data sources, identify trends, patterns, and anomalies, providing insights based on analysis in easy-to-understand formats and reports.
- Organizing and presenting data to tell a cohesive story in support of leadership decisions and advancing organizational strategies through prioritizing key data sources, conducting analysis, and identifying key performance indicators.
- Provide on-demand analysis for integration into projects across business lines.

EMPOWERED SELF-SERVE DELIVERY MODELS

- Ensure business and end users engagement on current state analysis, requirements gathering and backlog prioritization, user acceptance testing, and training on all data insight products.
- Design, develop, disseminate, and maintain business intelligence solutions and dashboards to empower teams across the organization with accessible opportunities to explore data, uncover new insights, and take action.
- Provide leadership and support in design and execution of training and information sessions within UWCC and across the UWC network on relevant data, insight, and information management practices and products.

DATA INFRASTRUCTURE, GOVERNANCE & MANAGEMENT

- Work with IT and Operations team to improve data management capabilities through data mapping and modelling, identifying data anomalies, ensuring proper data hygiene, and keeping up to date on leading data management practices.

Qualifications

- Minimum 3 years' experience in data analytics and reporting with working knowledge of business intelligence applications.
- Post-secondary degree in a relevant field – i.e., Business, Economics, Statistics, Mathematics or Computer Science.
- Competent in data analytics techniques – i.e., A/B testing, regression, trend analysis, projections.

- Intermediate understanding of programming languages such as Python, Perl, etc. with the view to processing datasets and automating data analysis, as well as experience with scripting and working with SQL databases. Programming skills in JavaScript / JQuery / PHP will be considered an asset.
- Advanced knowledge of Excel: data summarizing, statistical functions, optimization.
- Advanced knowledge of data visualization and comfortable working with data visualization specifically in PowerBI. Experience managing and working in Microsoft Fabric data environment with hands-on experience with data ingestion pipelines, data transformation and access management.
- Some understanding of DevOps principles as applied to version control and user access.
- Solid understanding of business intelligence with strong curiosity and eagerness to develop a deep understanding of the business, learn new skills, and technologies.
- Excellent communications skills, enjoys presenting data and complex analyses into stories understood by technical and non-technical stakeholders.
- Strong ability to work with non-technical business partners to gather requirements and plan out data products.
- Thrives in teams and can work under dynamic conditions and within deadlines.
- Experience working in philanthropy and/or community and social services is an asset.

Location

United Way Centraide's national office is located in Ottawa, Ontario. The office is an open-space environment and at times, employees work from remote locations. We currently work in a hybrid-remote model. There is a strong preference for the successful candidate to be located in Ottawa but the opportunity is open to individuals across the country.

Diversity, Equity and Inclusion

United Way Centraide Canada hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

How to apply

Please send your **cover letter along with your resume** in confidence to: recrutement@E2Rsolutions.com

We thank everyone for applying; however, only qualified candidates will be contacted.