



## Notice of Open Position

<b>Title:</b>	Information Systems Analyst
<b>Location:</b>	Hillsborough, NJ
<b>Reports to:</b>	Director of Information Systems
<b>FLSA Status:</b>	Full Time – Exempt

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The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties.

### **JOB SUMMARY**

The Information Systems Analyst is a multi-faceted, full-time exempt position within the Information Systems (IS) department. The Information Systems Analyst works in partnership with the Director of Information Systems to manage the day-to-day operations of the department. Based in Hillsborough, NJ, the IS department supports the technology activities of the foundation's locations spanning New York, Hawai'i and New Jersey, with about 120 total employees. The Information Systems Analyst is part of a lean IS team that works alongside and manages the work of an outside technology firm. Responsibilities range from project management, budgeting and contracts to end-user satisfaction, administration and training.

### **ESSENTIAL FUNCTIONS**

#### ***Project Management***

- *Assist in project coordination and/or lead projects in conjunction with business units.*
- *Regularly communicate progress and status updates to stakeholders.*
- *Manage information requirements analysis by interacting with appropriate internal and external resources for new and/or existing applications.*
- *Review project requests for compliance with defined scope and document accordingly.*
- *Recommend changes or course corrections by identifying problems and suggesting improved processes to meet business needs and to ensure deadlines are met.*

### **Budget & Financial Management**

- *Develop the annual IS budget with the Director's support and drawing from prior years' actual expenses and an informed projection of future cost trends and department goals.*
- *Collaborate with the Finance Department to develop and maintain IS budgets and accurate monthly/quarterly financial reporting.*
- *Review and analyze monthly/quarterly financial results, providing trend information on key metrics.*

### **Procurement**

- *Manage the procurement and processing of all IS technology goods and services including computer hardware, software, consulting services, maintenance contracts, etc.*
- *Manage and reconcile the use of the IS purchasing card.*

### **Training**

- *Review and evaluate technology-related training needs and opportunities throughout the foundation and identify appropriate topics and vendors to deliver training within budget.*
- *Direct vendors in the creation of training content, and initiate contracts as new projects are rolled out to business units.*
- *Handle all aspects of on-site classroom training logistics in partnership with Human Resources and/or the relevant business unit.*

### **General and Administrative Support**

- *Draft and edit IS correspondence to internal and external constituents, including memoranda, email communications and other documents; and the preparation of charts, graphs, slides, etc.*
- *Manage and track IS equipment and manage preventive maintenance contracts.*
- *Write and maintain user documentation; maintain system protocols by writing and updating procedures.*
- *Manage relationships with all IS vendors and contacts.*
- *Process invoices related to all IS work, including internet, telephone, audio and web conferencing, hardware and software, etc.*

### **QUALIFICATIONS**

- Bachelor's degree in computer science, information systems or a business discipline.
- Three or more years of related work experience.
- Experience in gathering requirements, analysis and documentation.
- Knowledge of commonly used concepts, practices and procedures within the IT industry.

- Experience in overseeing the implementation of software and hardware solutions, systems, or products.
- Relevant experience in managing vendors.
- Experience in budgeting and financial result analysis and reporting; working knowledge of Microsoft Dynamics-GP is a plus.
- Strong organizational skills with excellent attention to detail.
- Ability to take initiative and make informed decisions on matters of consequence.
- Versatile and adaptable nature, with ability to manage many projects and several priorities simultaneously.
- Well-developed analytic reasoning and curiosity, and an established track record working in a team-based environment.
- Strong interpersonal, verbal and written communication skills.

### **HOW TO APPLY**

Send resume with cover letter to [hr@ddcf.org](mailto:hr@ddcf.org). Include your last name followed by “Information Systems Analyst” in the subject line. Applications will be accepted until August 25, 2017.

*No phone calls or in-person applications, please.*

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all states and localities in which we operate.