**Membership Data Analyst**

**Temporary job for 6 months**

**About CFANY**

The CFA Society New York (CFANY) in Times Square, was founded by a group of professionals that included Benjamin Graham, the “father of securities analysis” and one of the most influential men in the history of finance. Through generations of investment professionals CFANY remains a leading forum for the investment community since 1937.   Today the Society has over 10,000 members. For more information please refer to CFANY.org

**Job Description**

Use a dbase of members’ data to effectively communicate with members of CFA Society New York.

Collect and then aggregate voluminous raw data using pivot tables, H-lookups and V-lookups in Excel.

Work on CFANY member list by improving quality of data.

Work with Education, Programming, Marketing and Membership Departments of CFANY to provide excellent customer service to members.

Create communication strategy for every event, meeting and class organized by the Society.

Assist in creating marketing materials for use across various channels and digital marketing initiatives.

Create ad hoc reports using raw member data.

Create and handle follow up with all CFANY’s communication channels with Members and Board.

**Cover letter and a URL to the LinkedIn profile are to be attached to the job application in lieu of resume.**

**Qualifications**

Bachelor’s degree

Organizational and multitasking skills

Good command of spoken and written English

Discretion, Patience, Can-do attitude

Ability to meet deadlines under pressure

Skype, LinkedIn, MSOffice

InFormz

Association Anywhere

Social Media