



Senior Data Analyst

Position Overview

Greater Minnesota Housing Fund (GMHF) is seeking a detail-oriented and mission-driven Data Analyst to join our Finance team. This role will play a critical part in stewarding organizational data, supporting financial and non-financial analysis, and enabling cross-departmental collaboration to enhance data-driven decision-making. The ideal candidate will be passionate about using data to tell stories, improve processes, and drive impact across affordable housing initiatives. GMHF uses Microsoft Office 365 applications including Word, Excel, PPT, Teams, CoPilot, Power BI, and Business Central. Other systems include Zoho One (Vault, CRM, Backstage) and TEA loan management. This position reports to the Senior Finance Manager.

Primary Responsibilities

Data Management & Stewardship

- Clean, transform, and validate data sources including Zoho One, financial software, and other databases
- Develop and implement data governance practices to ensure consistency, accuracy, and security
- Identify opportunities to streamline data collection, integration, and reporting processes
- Serve as a data steward, promoting best practices in data governance, integrity, and accessibility

Cross Departmental Collaboration

- Partner across GMHF to understand data needs and deliver solutions and actionable insights
- Develop and maintain dashboards and reports that support strategic goals and operational efficiency

Impact & Compliance Support

- Support compliance and reporting requirements for CDFI certification, investors, and other funders
- Assist in communicating GMHF's impact through data visualizations and performance metrics
- Contribute to the development of data tools that enhance transparency and accountability

Qualifications

- Associate or Bachelor degree or Certification in data analytics or related field with 3+ years of experience in data analysis, preferably in a nonprofit, financial, or mission-driven organization
- Proficiency in Power Query and other data tools such as SQL, R, and/or Python
- Strong communication skills with the ability to translate complex data into clear insights
- Experience working with cross-functional teams and managing multiple priorities
- Commitment to GMHF's mission of advancing affordable housing and community development

Compensation & Benefits

The salary range for this role is \$86,000 – 104,000 DOQ

Comprehensive benefits package including:

- Medical/Dental Insurance
- Life/Optional Life Insurance
- Short- and Long-Term Disability

- Flexible Spending Accounts
- Paid Holidays, Vacation, Sick, and other leave
- Hybrid work schedule
- Collaborative work environment

About Greater Minnesota Housing Fund

GMHF is both a non-profit housing intermediary, charged with identifying and responding to gaps in the affordable housing “ecosystem”, and the State’s largest affordable housing-focused [Certified Community Development Financial Institution \(CDFI\)](#), charged with bringing low-cost capital solutions to help meet Minnesota’s affordable housing needs. GMHF is committed to creating strong communities and affordable homes through strategic investments and effective partnerships. GMHF’s investments include directly funding affordable housing projects, providing technical support to local communities and businesses, linking projects with financial resources, securing additional resources for affordable housing, and using research and program development activities to identify new and innovative ways of increasing affordable housing production.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to disability or status as a protected veteran.

Contact

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