



Position: Data Analysis/Food Sourcing Analytics

Organizational Overview:

FFEN is a nimble, innovative and entrepreneurial nonprofit investing dollars and practical expertise into improving the financial and operational capacity of Minnesota food shelves. In the rapidly changing hunger relief environment, we offer pragmatic and free assistance to food shelves reinventing themselves to better serve more clients. We operate by building trust-based relationships with local food shelves and support them to incorporate increased business and service best practices in their work. We believe that a strong and stable food shelf system is critical to our communities and our vision is for the system to provide equitable, healthy & predictable food options throughout the state.

Data Analytics Purpose:

Food spending analysis evaluation use data to drive strategic decision making on the food shelf, food bank and regional level, and effectively promotes more sustainable and stable operations. Evaluating operations through a lens of economics and business practices opens the conversation to evaluate standard business practices and use of available resources to drive cost effective operations while also respecting the human side of serving community needs

Responsibilities:

- **Data Collection and Synthesis:** Meet with FFEN ED or Volunteer Coordinator to receive project scope and work with individual food shelf, regional food bank or OEO representative to acquire data sets, conduct data synthesis and prepare raw data for evaluation
- **Data Analysis and Reporting:** Conduct data manipulation using Excel and Word to present findings in a standard format that aligns with Super Shelf food shopping categories and captures key metrics.
- **Identify Key Next Steps:** Develop suggestions that promote more fiscally responsible operations that also give food shelf customers access to healthy food that aligns with client preferences in a manner that is sustainable and can be used strategic planning for future operations.

Benefits/Learning Objectives:

- Develop your ability to craft meaning from data
- Become more efficient with data evaluation tools and techniques to promote more effective and thoughtful communications with donors, volunteers, food shelves and peer organizations while promoting broader alignment with best practices
- Enhance your understanding of the food relief system within our state
- Engage in opportunities to enhance technical skills and partake in other professional development opportunities such as networking, workshops and trainings

Position Requirements:

- Comfortable talking with a wide variety of people to be able to gather relevant data for use in evaluations.
- Basic proficiency with Excel and Word and has access to a computer capable of completing data evaluation and email capabilities- Experience with pivot tables is a bonus.
- Ability to operate in a fast-paced, flexible work environment and take initiative to meet project goals

Time Requirements & Schedule:

- **Total Time Requirement:** 8-20 hours per project
- **Project Start and End Date:** Summer 2019 – Specific dates TBD, work is project-deliverable based with project defined deadlines negotiated at start of each project

6/3/2019

- **Schedule:** Flexible ability to periodically communicate project questions and deliver reports during FFEN Office Hours, 8am to 4pm Monday-Thursday
- **Work Site:** Flexibility to work offsite/at home with occasional meetings at FFEN Offices, 701 North 3rd Street, Minneapolis, MN 55401;
- **Status:** Volunteer Data Analyst – Monetarily Unpaid

To apply for this position, forward your resume and cover letter to: FFEN Executive Director, info@ffen.org