



Position Description for Financial Analyst MDA Leadership Consulting

MDA Leadership Consulting partners with organizations to strengthen individual, team, and organizational talent through powerful leadership assessment and development solutions. For over 40 years, we have helped organizations select the right leaders, grow leadership capabilities, and drive high performance. Our client team partners with regional, national, and global organizations to deliver solutions that exceed client expectations. We pride ourselves in hiring exceptional I/O psychologists, leadership development professionals, and executive coaches with strong business acumen who have the keen ability to understand our clients' business challenges and translate their needs into impactful, integrated talent solutions.

In this highly visible position, you will have the opportunity to shift among three different areas of focus: 1) performing a key analytics role by mining data to help the organization understand trends and develop new procedures across practice areas and departments, 2) managing the technology needs of the company, and 3) serving as contract manager.

Key Accountabilities:

- Determine the business and financial data that will benefit the organization in the future. Develop the collection methods, analyze, make business recommendations, and share findings in an engaging way.
- Recognize and communicate trends and themes found in data. Provide regular reports and forecasts.
- Contribute to proposal and budget reviews.
- Seamlessly shift among different types of data including financial, sales, marketing, and more.
- Deliver results of scenario analysis, modeling, forecasting, and budgeting.
- Coordinate internal technology systems and serve as the technology resource for hardware and software needs and opportunities of employees.
- Coordinate the accuracy, thoroughness, completion, execution, and retention of all contracts entered into by MDA Leadership.
- Execute on special projects as requested by CFO.
- Other duties as assigned.

Competencies:

- Learn and maximize the usage of Deltek, HubSpot, and Tableau for data analysis and visualization. Learn new technology as needed
- Excellent communication skills demonstrated by representing data in easily understandable visual and verbal ways
- Turn data into forecasts and business recommendations
- Technically savvy, an early adopter of new technologies, and an affinity for supporting a diverse group of colleagues with their technology needs and progression



- Analytical mindset, highly organized with a keen attention to detail, including what might be missing from data, contracts, etc.
- Curious and inquisitive with the foresight to know what information and recommendations business leaders need
- Future oriented with an eye on the organization's long-term strength and success
- Strong business acumen while deeply understanding that human-centric, science-informed talent solutions are what drives MDA's culture
- Independently motivated and the ability to work autonomously with little oversight, while simultaneously developing and sustaining successful relationships with internal stakeholders
- Comfortable working with and analyzing large data sets

Qualifications:

- 3+ years of corporate finance or data analysis experience
- High proficiency with Excel, proficiency with other MS Office products
- A commitment to diversity, equity, and inclusion demonstrated by your words and actions
- Experience supporting professionals with technology needs
- Experience in a professional services industry
- Experience measuring data related to the business of behavioral sciences helpful
- Ability to work permanently in the United States without sponsorship

The person in this position reports to the CFO.

MDA Leadership prefers that the person in this position resides in the Minneapolis – St. Paul area and initially comes into the office at least one day per week while working remotely the balance of the time.

Salary range: \$70,000 - \$85,000 depending on experience

MDA Leadership employees are committed to living the organization's values through their work. These values are:

- Adapt and Evolve
- Build Lifelong Clients
- Collaborate and Challenge
- Commit to DE&I
- Deliver with Excellence
- Engage Together