



Position:	Director, Data Analytics & Business Intelligence
Employment status:	Permanent position (35 hours per week)
Location:	700-5100 de Maisonneuve W., Montreal, Quebec. Hybrid: Minimum 3 days on site, 2 WFH

Reporting to the Vice-President, Strategy and Organizational Excellence, the Director of Data Analytics & Business Intelligence will lead the MUHC Foundation's data strategy, driving a culture of evidence-based decision-making and innovation. This role bridges analytics and strategy—transforming data into actionable insights that shape fundraising, marketing, and organizational growth.

In its early phase, the Director will focus on team building, foundational data infrastructure, and governance. Over time, the focus will evolve toward predictive analytics, AI integration, and automation—powering smarter engagement, forecasting, and performance optimization.

KEY AREAS OF RESPONSIBILITY

1. Team & Culture Development

- Build and lead a high-performing BI team with expertise in Power BI, analytics, and automation.
- Establish best practices for reporting, data quality, and governance.
- Foster data literacy and a culture of insight-driven decision-making across departments.

2. Data Governance & Infrastructure

- Centralize and clean data from multiple systems (e.g., Raiser's Edge, Financial Edge) to create a single source of truth.
- Develop a robust data governance framework ensuring data quality, accessibility, and compliance.
- Prepare the infrastructure for advanced analytics, predictive modeling, and AI applications.

3. Power BI & Reporting

- Enhance and automate existing reports and dashboards to track performance, campaigns, and KPIs.
- Standardize and optimize Power BI for scalability and ease of use.
- Deliver a board-level KPI dashboard highlighting key fundraising and operational metrics.

4. Advanced Analytics & Decision Support

- Evolve reporting into predictive analytics, segmentation, and donor modeling.
- Translate insights into actionable strategies that drive fundraising growth and efficiency.
- Lead the design of a flexible data architecture supporting future analytics needs.

5. AI, Automation & Innovation

- Implement automation to streamline reporting and workflows.
- Explore AI and machine learning to optimize donor engagement and forecasting.
- Cultivate a forward-thinking, innovative BI environment.



6. Strategy, Leadership & Compliance

- Develop a 12–24 month BI roadmap aligned with the Foundation’s strategic priorities.
 - Collaborate across departments to integrate analytics into fundraising, marketing, and finance.
 - Ensure compliance with Québec’s privacy laws (Bill 25), CASL, and Imagine Canada standards, and promote ethical data practices.
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IDEAL CANDIDATE PROFILE

A strategic and mission-driven leader who blends technical expertise with vision. You thrive in building from the ground up—establishing strong BI foundations, empowering teams, and applying advanced analytics and AI to transform how the MUHC Foundation makes decisions and engages its donors.

QUALIFICATIONS AND CHARACTERISTICS:

- Degree in Computer Science, Information Systems, or related field.
- 5–7+ years in BI/analytics, including leadership experience.
- Expertise in Power BI, SQL, ETL/ELT, and data warehousing (e.g., Azure).
- Experience with CRM systems such as Raiser’s Edge, Salesforce, or Dynamics.
- Bilingual in French and English.
- Strong communicator and collaborative leader.

APPLICATION PROCESS:

We appreciate your interest in the MUHC Foundation. All applications will be reviewed, and only those selected for an interview will be contacted.

To apply, please send your CV and cover letter via email to:

Melanie St-Jules: melanie.st-jules@muhc.mcgill.ca