



TrustBridge global

MAKING
GLOBAL
GIVING
EASY



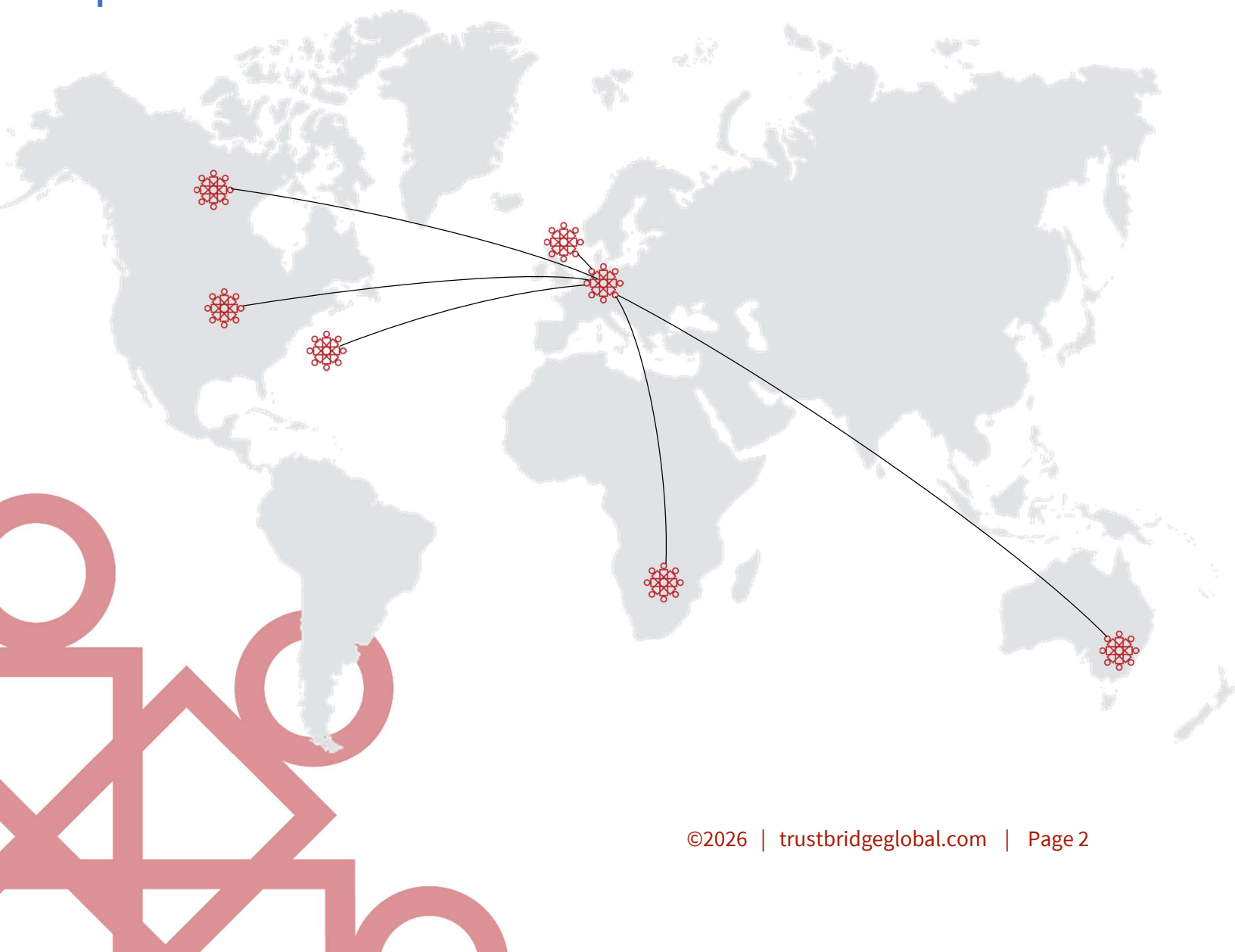
MAKE YOUR
IMPACT ON
THE WORLD

Data Analyst

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES
EVERYWHERE** HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR A **DATA ANALYST** WITH A FOCUSED SET OF RESPONSIBILITIES.

RESPONSIBILITIES AND EXPECTED OUTCOMES

1. Reporting and Dashboard Support

Responsibility: Build, update, and maintain recurring reports and dashboards that provide timely, accurate, and decision-ready information for Giving Solutions and other priority business needs.

Expected Outcome: Reliable and well-maintained dashboards and reports that improve visibility into performance, reduce delays in reporting, and support faster operational and portfolio decisions.

2. Data Preparation and Quality Control

Responsibility: Extract, clean, organize, reconcile, and validate data from approved internal sources such as NetSuite, Excel, CRM, SharePoint, and other reporting files to ensure data accuracy and usability.

Expected Outcome: Clean, report-ready datasets with fewer inconsistencies, stronger traceability, and improved confidence in the data used for dashboards and recurring reporting.

3. Analytics Operations and Team Support

Responsibility: Support recurring reporting cycles, ad hoc data requests, documentation, report refresh processes, and workflow improvements that increase the efficiency and consistency of the analytics function.

Expected Outcome: A dependable and scalable reporting operation that reduces manual work, improves turnaround time.

JOB SUMMARY

1. Reporting and Dashboard Support

- a. Build and maintain recurring Power BI and Excel reports under the direction of the Senior Insights and Data Analyst
- b. Refresh dashboards and standard reports based on agreed reporting schedules
- c. Review dashboard outputs against source files and promptly flag discrepancies or refresh issues
- d. Support simple to intermediate enhancements to report views, filters, layouts, and visuals based on user feedback
- e. Prepare recurring weekly, monthly, quarterly, and ad hoc reports for Giving Solutions performance and other business metrics
- f. Maintain organized folders, source files, working files, and version control for report inputs and outputs
- g. Escalate metric definition issues, data gaps, and reporting blockers to the Senior Insights and Data Analyst in a timely manner

2. Data Preparation and Quality Control

- a. Extract data from approved systems and files such as NetSuite, Excel, SharePoint, CRM, and other internal sources
- b. Clean, standardize, and reconcile data for use in dashboards and reports
- c. Perform routine quality checks to identify missing values, duplicates, format issues, and logic inconsistencies before reports are shared
- d. Maintain report-ready datasets, lookup tables, and standardized templates that improve consistency and reduce manual work
- e. Document report refresh steps, source references, field notes, and basic report logic for repeatability and continuity
- f. Support data hygiene practices by identifying recurring data issues and surfacing them to the Senior Insights and Data Analyst

3. Analytics Operations and Team Support

- a. Support approved ad hoc data pulls and report requests within agreed priorities and timelines
- b. Help manage recurring reporting calendars, delivery timelines, and status tracking for analytics work
- c. Assist in improving reporting workflows through Power Query, templates, and other low-risk automation or standardization efforts
- d. Prepare basic summaries and observations from reports, provide insight interpretation and recommendations to the Senior Insights and Data Analyst
- e. Collaborate with product, marketing, finance, operations,

and other teams to gather required files and clarify routine reporting needs
f. Maintain documentation and working files that support continuity, auditability, and easier onboarding for future reporting work

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Strong attention to detail and commitment to data accuracy, consistency, and completeness
- Good organizational skills and ability to manage recurring reporting tasks and deadlines with minimal follow-up
- Clear written and verbal communication skills, especially when reporting, collaborating, documenting issues or clarifying data needs
- Working proficiency in Excel and Power BI, including data cleaning, report formatting, filters, and basic dashboard maintenance
- Intermediate knowledge of Power Query and basic DAX; SQL familiarity is a plus but not required
- Comfort working with structured data, reconciling files, and following repeatable reporting processes
- Demonstrates curiosity about business performance, customer behavior, and marketing effectiveness
- Able to identify meaningful trends, patterns, and anomalies in data and flag them for further analysis
- Has a practical understanding of how data can support business, product, and marketing decisions
- Comfortable working with ambiguous or fragmented information and helping structure it into clear, usable reporting views
- Self-starter mindset with the ability to escalate issues early, follow standards, and continuously improve workflows
- Ability to work collaboratively across teams while taking direction and quality review from the Senior Insights and Data Analyst
- Willingness to learn TrustBridge systems, giving-related data structures, and the nonprofit or global giving context

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree in Data Analytics, Statistics, Business Analytics, Information Systems, Finance, Computer Science, or a related field
- 2–3 years of relevant experience in reporting, business intelligence support, data analysis, or a similar analytical role preferred
- Experience using Excel and Power BI for recurring reporting and dashboard support
- Experience cleaning and organizing data from multiple internal sources is preferred

- Experience supporting business or marketing decision-making through data and reporting is preferred
- Experience in problem solving, cross-functional business analysis, or insight development is preferred.
- Exposure to NetSuite, CRM, financial reporting data, or nonprofit-sector data is a plus
- Experience in a multinational organization and/or nonprofit preferred, but not required

WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Regular workdays run from roughly 1700 – 0200 (PH Time) to maximize the overlap with European and US Eastern Time work hours (time spent outside regular work hours for events and event preparations will be offset against regular workdays)
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files
- Willingness to work more than 8 hours per day, as needed; ability to handle pressure during peak periods during the year, availability to handle issues outside of normal working hours
- Benefits include paid time off, paid holidays, employer contributions to health insurance, and annual bonus. Future retirement benefits are anticipated

Contact (recruiting@trustbridgeglobal.com) to find out more.





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GIVING | IMPACT | GLOBAL