

THE FORD FOUNDATION
320 EAST 43RD STREET
NEW YORK, NY 10017

POSITION: BUSINESS AND QUALITY ANALYST

Working with visionaries on the frontlines of social change worldwide: The Ford Foundation is a private philanthropic institution that serves as a resource for innovative people and institutions worldwide. Our goals are to: Strengthen democratic values; reduce poverty and injustice; promote international cooperation; advance human achievement. This has been our purpose for almost half a century.

SUMMARY DESCRIPTION:

The **Business and Quality Analyst** (QA/BA) will be responsible for providing quality assurance (QA) and business analysis (BA) support for application development projects. S/he will coordinate Quality Assurance and Quality Control for IT application development, enhancements or upgrade projects. S/he will be responsible for business analysis, process re-engineering documentation, and requirements documentation of new application development projects as well as the design, creation, maintenance, and update of technical documentation- including online help, user guides, white papers, design specifications, and system manuals. The Business and Quality Analyst will assist IT colleagues and user groups with the creation and maintenance of training guides (written and video); the development and maintenance of system integration/migration plans and schedules; and the development and maintenance of organizational Office templates.

REQUIRED QUALIFICATIONS:

- Six years of application development business analysis experience with at least three years in .Net environment.
- Three years Quality Assurance & Quality Control experience in application systems development with expertise on the use of QA regression testing and performance analysis tools and best practices.
- BA/BS or equivalent combination of experience and education in Computer Science.
- Strong technical writing skills to prepare relevant documentation for design (business process mapping), development and testing, with expertise on use of technical writing tools and best practices.
- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal skills.
- Strong knowledge of software development life cycle processes and procedures.

PREFERRED QUALIFICATIONS:

- Programming knowledge in VB, ASP, .Net, VB.Net, HTML, XML, web services and Transact-SQL is strongly preferred.

Grade: 129 - Exempt

Hiring Guidelines: \$71,300 - \$85,100

Excellent benefits include Foundation-paid comprehensive medical and dental insurance, retirement plan, generous vacation, and tuition reimbursement.

To apply

Please send resume and cover letter including salary information to:

Ms. Theresa Smith
The Ford Foundation
320 East 43rd Street
New York, NY 10017 or visit www.fordfound.org/employment.

Equal employment opportunity and having a diverse staff are fundamental principles at The Ford Foundation, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 3/3/2010