Title:	IT Business Transformation Analyst
Classification:	Full-time exempt; Onsite, Hybrid, or Remote Available
Department:	Business Intelligence
Reports to:	Director of Business Intelligence

Objective: To drive strategic business transformation by managing IT initiatives, improving business processes, and aligning technology solutions with organizational goals. This role supports the Director of Business Intelligence and collaborates with cross-functional teams to deliver impactful change across departments.

Role Summary: The IT Business Transformation Analyst serves as a key liaison between business units and technical teams. This individual will manage IT and business system projects, define product specifications, conduct quality assurance, and lead change management efforts. The ideal candidate is a structured thinker, proactive communicator, and strategic problem solver who thrives in dynamic environments.

Essential Functions:
- Portfolio & Project Management
  - Develop and maintain structured processes to manage the IT backlog across departments.
  - Lead planning, execution, and delivery of IT and business systems projects.
  - Track project plans, budgets, timelines, and resource allocations.
  - Coordinate internal teams and external vendors to meet project milestones.
- Requirements & Product Definition
  - Partner with the Director of Business Intelligence to integrate client feedback into product development.
  - Facilitate workshops and interviews to elicit and document business requirements and act as a solution architect to help define the functional delivery requirements.
  - Translate business needs into clear product specifications and user stories.
  - Define functional and non-functional requirements with stakeholders.
- Quality Assurance & Testing
  - Create and execute test plans, scripts, and use cases.
  - Identify and track defects, ensuring resolution before release.
  - Validate that solutions meet business needs and internal standards.
- Change Management & Adoption
  - Assess the impact of new systems and processes on business operations.
  - Develop communication plans, training materials, and adoption strategies.
  - Support stakeholders through transitions and ensure successful implementation.

Preferred knowledge, skills, and abilities:
- Strong experience writing product management requirements, user stories, and acceptance criteria.

- Familiarity with QA methodologies and tools.
- Proven ability to lead process improvement and change initiatives.
- Exceptional communication, problem-solving, and organizational skills.

Education and Experience:
- Bachelor's degree in Business Administration, Information Systems, or a related field.
- 7+ years of experience in IT project management, business analysis, or product management.
- Experience with business intelligence tools and enterprise systems.
- Certifications such as PMP, CBAP, or Agile Product Owner are advantageous.
- Experience in financial services or wealth management is a plus.

Compensation and Benefits:
- $110,000-$125,000 per year DOE
- Medical, Dental, Vision, 401k with 25% employer match
- Accrued PTO, Company holidays (including employee's birthday)
- Company lunches, snacks, and team-building events.

Physical Factors and Working Conditions:
- Professional office environment.
- On-site preferred.
- Remote/hybrid available with manager approval.
- Some travel may be required.