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Job Title: Agile Business Analyst
Supervisor: Director of Project Management Office
Supervises: N/A
Position Type: Exempt
Location: Fairfield, CT

Overview/Job Description:

The Agile Business Analyst will provide the analysis, documentation and management of business requirements throughout the project life cycle and ensure that requirements are fully understood by the technical team while solutions are designed and implemented.

Essential Duties and Responsibilities:

- Manage requirements gathering and analysis activities by working with stakeholders, developers, designers, QA analysts and internal/external customers.
- Elicits, captures, analyzes, refines, articulates and documents business requirements, user stories, acceptance criteria and software documentation via approved processes.
- Manages requirement changes throughout the project lifecycle.
- Balances business requirements with technical feasibility and sustainability.
- Synthesizes complex information into concise, readable, unambiguous language.
- Assists with product backlog maintenance and grooming.
- Collaborates closely with Development and QA Teams.
- Establishes and maintains agreements between team members on requirements.
- Participates in Agile ceremonies such as daily scrum standup meetings, backlog grooming sessions, sprint reviews, and sprint retrospective meetings.
- Ensures that appropriate project documentation is produced throughout the project lifecycle.

Incidental Duties:
The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and additional responsibilities may be assigned, as required, by management.

Knowledge and Skill Requirements/Specialized Courses and/or Training:

- Solid understanding of software development lifecycle and Agile development processes.
- Experience creating user stories, acceptance criteria, design documentation, and process flows in order to clearly communicate a set of functional requirements.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Strong business requirement analytical skills with the ability to produce clearly articulated requirements and documents.
- Strong understanding of iterative software development.

- Demonstrated interpersonal and leadership skills required to interact with staff, colleagues, management and internal/external customers.
- Ability to follow written and verbal directions.
- Ability to manage multiple projects and priorities.
- Ability to facilitate and conduct meetings while asking questions and soliciting feedback, presenting and capturing notes/requirements in various software applications / tools.
- Be proactive and take initiative with a desire to solve problems and be resourceful in seeking answers.
- Experience with the development of web applications.
- Knowledge of philanthropic industry is a plus.
- Knowledge of computer software validation processes is a plus.

Language and Communication Skills:
Ability to comprehend and apply language skills to the degree required to perform the job based upon the job requirements listed above. Ability to verbally communicate ideas and issues effectively to other team members and management. Ability to write and record data and information as required by procedures.

Education and Experience:
- Bachelor's degree required or equivalent experience
- 2+ years of relevant industry experience required.
- Scrum experience highly desirable.

How to Apply: Interested applicants should send a cover letter and resume by **email** to pjacobsen@foundationsource.com. Please indicate the position "**Business Analyst**" in the subject line of the email. No phone calls, please.