

PRODIGY NETWORK

Job Title: Digital Business Analyst – Prodigy Network & The Assemblage

Department: Technology

Location: New York, NY

Employment Type: Full-Time

Reports to: The Chief Technology Officer

WHO WE ARE

Prodigy Network is one of the world's leading real estate crowdfunding platforms. Prodigy provides investors from around the world with the opportunity to invest in institutional quality real estate. Prodigy Network is a vertically integrated investment platform that finances, develops and manages directly or indirectly each of its properties.

Prodigy Network also created The Assemblage; a co-working, co-living and community, brand and property manager, that operates some of the buildings that Prodigy develops. The Assemblage provides access to urban buildings & natural habitats, programming, sound meditations, speaker series & interactive content, to its community, expecting to ignite consciousness and collaboration.

For more information about Prodigy Network, please visit: www.prodigynetwork.com

For more information about The Assemblage, please visit: www.theassemblage.com

POSITION SUMMARY

Supports and enhances digital technology projects, systems and processes. Understands business needs. Collect, analyze, and document just-in-time and right-sized business requirements. Assist managing Agile Scrum project process. Facilitate communication between project stakeholders and Digital Technology teams. This position will report directly to the CTO.

RESPONSIBILITIES

- Supports and enhances Digital Marketing projects, systems, and processes through all phases of the life cycle.
- Facilitate communication between project stakeholders and Digital Technology teams.
- Understand business needs. Collect, analyze, and document just-in-time and right-sized business requirements. Translate into minimum viable product. Document epics, user stories, acceptance criteria, test cases, success metrics, and business value.
- Assist managing Agile project process, including release and sprint planning, estimation, backlog grooming, and prioritization of work.
- Documents and communicates clearly and timely with customers on project status and issues.
- Perform impact analysis on any addition/modification/deletion of requirements.
- Meets with business and clients to define and resolve issues.
- Ensures processes and systems are compliant with technology policies. Brings potential impact on operations to manager's attention.
- Works with CTO and management team to ensure accurate project review and tracking throughout the project life-cycle.

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- *Documents and reports on team processes, project outcomes, project benefits and improved processes. Recommends and implements process improvement opportunities through Retrospectives.*
- *Analyzes, troubleshoots and provides appropriate service and support to end users regarding products, systems, applications and software issues. Facilitates the resolution of issues in conjunction with members of the Digital staff through analysis, problem solving, and recommendations.*
- *Foster positive and collaborative culture among and across teams*
- *Performs other related duties, as required.*

REQUIRMENTS

- *Bachelor's Degree in Information Technology, related field or equivalent proving experience required.*
- *Minimum of three (3) years Business Systems Analyst, Systems Analyst, Technical Analyst, IT administration, or technical experience, required.*
- *Demonstrated knowledge of digital technology and development required*
- *Passion for operational excellence*
- *Excellent verbal and written communication skills, required.*
- *Strong analytical and problem-solving skills.*
- *Experience in a Digital industry, preferred.*
- *Knowledge of project management principles and process (Waterfall, Agile, Scrum, Kanban), preferred.*
- *Knowledge of Project management tools (Asana, Jira, MS Project, etc.), preferred.*
- *Knowledge of Digital tools and technologies (Drupal, Rest API, XML, JSON, SQL, React, JavaScript, CSS, responsive web design, InDesign, Photoshop, etc.), preferred.*
- *Excellent interpersonal and communication skills.*