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# Example of Strategic Planning Analyst Job Description

Our company is growing rapidly and is looking for a strategic planning analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for strategic planning analyst

* Update strategic roadmap & assigned strategic dashboards/tracking mechanisms
* Define strategic planning processes, priorities, capabilities, measures of success, Includes cadence and timing of various inputs/outputs
* Coordinate with peers across the organization (including the PMO as a key stakeholder) to develop and execute a holistic strategic planning process
* Identify integrations and establish contacts across the organization to align efforts and plan implementation
* Prepare presentations for delivery to specific audiences
* Preparation of sophisticated financial models, including corporate earnings projection model fund / portfolio capital allocation and analysis models
* Creation of internal and external presentation materials
* Preparing and assembling quarterly investor reports
* Assisting with annual budget and mid-year re-forecast
* Acting as a liaison to other departments within the company

## Qualifications for strategic planning analyst

* IIBA or PMI certifications are a plus
* Systems experience working with MicroStrategy, Warehouse Management Systems, Labor Management Systems, Retail and E-commerce platforms desirable
* Analytical and modeling skills the ability to communicate complex ideas and data sets graphically
* Not afraid to ‘roll your sleeves up’ and work with details the big picture
* BA/BS degree in Finance, Business, or related field required
* Media and entertainment industry experience a plus