Bible Study Fellowship

Job Title: Business Data Analyst
Reports to: Director of Software Products and Security

GENERAL SUMMARY
BSF is seeking a Business Analyst to work on our Ministry Intelligence team to support BSF's data analysis and ministry insights initiatives.

As Business Analyst you will support the ministry of BSF by analyzing and evaluating relevant ministry data, information, metrics and processes to find opportunities and solutions to business plan development and optimization of business operations. You will be responsible for supporting key functions and providing recommendations and insights to achieve current and future business strategy needs/objectives.

ESSENTIAL TO THE POSITION
Must have received Jesus Christ as his/her personal Savior and be in full agreement with the Bible Study Fellowship Statement of Faith, Human Sexuality Policy, Core Values and Cultural Commitments.

PRINCIPAL RESPONSIBILITIES AND DUTIES
- Use large data sets to support definition and tracking of KPIs
- Work with Data Analysts to generate reports, dashboards, and visualizations
- Analyze reports and provide key insights to Ministry stakeholders and decision makers
- Build predictive models based on historical and current BSF Data
- Help maintain data frameworks
- Support initiatives to clean and prepare data for important reports

CORE COMPETENCIES
- Fostering Teamwork: As a team member, the ability and desire to work cooperatively with others on a team.
- Attention to Communication: The ability to ensure that information is passed on to others who should be kept informed.
- Customer Orientation: The ability to demonstrate concern for satisfying one's external and/or internal customers.
- Analytical Thinking: The ability to tackle a problem by using a logical, systematic, sequential approach.
- Initiative: Identifying what needs to be done and doing it before being asked or before the situation requires it.
- Results Orientation: The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.

SKILLS, QUALIFICATIONS, & EXPERIENCE
To perform this job successfully, an individual must be able to perform each essential duty listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills & Qualifications
- Bachelor's degree in computer science statistics or a related field, or 6 years experience.
- Experiences in data analysis, warehousing, and reporting (3+ years preferred)
- Experience in BI tools (PowerBI preferred)
- SQL skills and experience with data analytics programming preferred
- Excellent communication skills
- Attention to detail
- Analytical mind and problem-solving aptitude

Spiritual Requirements
- Thorough understanding of the Christian faith and its doctrines and the BSF Statement of Faith
- Follow Matthew 18 principles in addressing issues with fellow employees
- Studying the Bible in preparation for each weekday's group meeting
- Lead staff prayer time and your table group Bible study as reasonably requested
- Prepare for and attend each Day of Prayer
- Membership and/or leadership experience within a BSF class is a plus

Employees must fulfill the performance standards of this position and comply with policies, guidelines, and procedures of BSF, including those set out in the Employee Handbook or otherwise communicated (verbally or in writing) to employees.

WORKING CONDITIONS
- Modular office environment
- Sitting for long periods of time
- Possible eyestrain from looking at computer screen for long periods of time
- Travel twice a year to staff events hosted at HQ in San Antonio, or where designated, as required

ADDITONAL INFORMATION
- This position is located in Dallas, Texas
- Must be able to work during the hours of 8-5pm, CST, Monday through Friday
- BSF offers major medical, dental and life insurance as well as a generous vacation policy.