



Job Title: Business Intelligence Analyst/Developer
Team: Research
Division:
Group: President's Office
Location: Alpharetta
Reports to: Chief Research Officer
Exempt/ NonExempt: Exempt
Southern Baptist Required: No – Technical Track

SUMMARY

The Business Intelligence Analyst/Developer is a new position at NAMB. As of November 2018, historic church and census data is being moved from SAS (siloes within NAMB Research) to a more modern BI platform (Data Warehouse) that relates well with how NAMB's other IT related data is processed, stored, and retrieved.

The analyst/developer will be responsible for designing reports and developing processes to aid the business intelligence of NAMB – replacing current SAS processes.

The analyst/developer will work with ministry partners to identify new reporting and data analysis needs and turn that data into critical information and knowledge that will be used to make enterprise strategic decisions. Development of new Dashboards and Data Visualization will also be a high priority.

In short, the analyst/developer will provide data that is accurate, congruent, and reliable, and will ensure the information is easily available to ministry partners for direct consumption or integration with other systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop policies and procedures for collection and analysis of data
2. Monitor analytics and metrics results
3. Provide the tools and reports for executives to make strategic decisions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Business, Business Intelligence or equivalent with preferred concentration in marketing or statistics. Three to five years of experience in business intelligence role.

CHRISTIAN WALK

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations. An active and growing relationship with Christ, and a developing passion for missions.

COMMUNICATION SKILLS

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefing, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS, ABILITIES AND QUALIFICATIONS

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills.

Knowledge of SQL language is a must. Knowledge of DAZ and MDX is a bonus. Technical skills will ideally include knowledge of the Power BI reporting platform (or an equivalent platform like Tableau, Qlikview, Domo). Non-essential tools (but desirable): SQL Server Reporting Services (SSRS), Excel Pivot Tables, PowerPivot, Power Query.



PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

PERSONAL QUALITIES

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment. Aware of personal strengths and shortcomings and benefits from constructive criticism. Is a member of a local church and takes an active role as time permits. A highly energetic, outgoing and people-oriented personality with a strong desire for customer service. An ability to perform at a high level in a work environment characteristic of a Christ-centered ministry culture, strong team and collaborative dynamics, consistent organizational change improvement, complex and cross-functional denominational relationships, and high levels of expectation and accountability.