

Job Description: Data Analyst

Christ for All Nations (CfaN) is seeking a Data Analyst to join our team. This role is dedicated to transforming data into actionable insights that support decision-making, improve processes, and strengthen the impact of our mission.

Position Summary

The Data Analyst plays a key role in collecting, analyzing, and interpreting data to support various departments. This position involves building dashboards, performing data analysis, ensuring data quality, and providing insights that help guide strategic decisions across the organization.

Position Details

- Location: In-office at our headquarters
- Schedule: Part-time
- Department: Donor Management
- Compensation: This is a compensated position; details will be discussed during the interview process and are commensurate with experience and qualifications.

Key Responsibilities

- Respond to internal data requests in a timely and professional manner
- Maintain and update accurate data records in databases
- Develop and maintain automated dashboards and reports
- Perform regular and ad hoc data analysis to support decision-making
- Ensure data quality and integrity, including implementing quality control checks
- Collaborate with internal teams to support data processes and reporting needs.

Qualifications

- Strong organizational skills and attention to detail
- Knowledge of CRM systems and similar data management platforms is beneficial
- Analytical mindset with the ability to interpret and leverage data effectively
- Strong proficiency in spreadsheet tools (e.g., Excel, Google Sheets)
- Functional knowledge of data structures, databases, and data handling processes
- Ability to manage multiple tasks and prioritize effectively
- Knowledge of Salesforce is a plus
- Previous experience in data analysis or a related field is a plus.

How to Apply

In case of interest, kindly contact Ester Tshimuanga at etshimuanga@cfan.org.