



Business Analyst

JOB SUMMARY

Axis is seeking a **Business Analyst** to join our team. This role is about **bridging the gap between people, processes, and technology**. Applicants should be systems-savvy with strong analytical and communication skills, comfortable gathering requirements, mapping workflows, and translating organizational needs into clear technical direction. We're looking for someone who can spot where tools and processes are misaligned, work cross-functionally to define what success looks like, and **ensure our technology serves the mission rather than individual preferences**.

The right candidate will be detail-oriented, energized by solving problems in a fast-moving environment, and **motivated by the collective success of the team**. We're looking for someone who listens well, translates complexity with clarity, and approaches challenges with both humility and persistence. This is a **unique opportunity** for someone passionate about **aligning people, processes, and technology** to be an integral part of a mission-driven team that is equipping the next generation with a lifelong faith in Jesus.

JOB DETAILS

Job Title: Business Analyst

Status: Full-time, Exempt

Department: Operations

Reports To: Chief Operations Officer

Serves On: Operations Team

Location: 2 required in-office days per week at our Colorado Springs office with the flexibility to work remotely the remaining days

Summary of Benefits: Health insurance option (with voluntary dental/vision available), 20 days of PTO, 3% retirement 403B match option

Travel: Minimal travel required; occasional team retreats or organizational events may apply

Salary: \$55-65k

KEY RESPONSIBILITIES

Responsibilities will vary depending internal strategic initiatives. Serve as the primary liaison between internal stakeholders and external partners, including consultants, vendors, and technical teams.

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- Gather and translate business needs into technical requirements and project plans.
- Facilitate conversations between technical and non-technical stakeholders, ensuring clarity and alignment.
- Understand, evaluate, and explain technical systems and processes. No coding required.
- Maintain a working knowledge of data structures and system integration points; identify gaps, dependencies, and opportunities.
- Prioritize and organize projects, timelines, and feature requests, distinguishing between urgent needs and long-term goals.
- Lead conversations around “must-haves” vs. “nice-to-haves” and help teams stay grounded when emotions run high or urgent demands arise.
- Advocate for sustainable solutions over short-term fixes or hasty workarounds.
- Proactively identify project risks or misalignments and adjust expectations, timelines, or scope as needed.
- Collaborate with leadership to keep strategic goals in focus while managing day-to-day execution.
- Build relationships and trust with internal and external stakeholders, becoming a Subject Matter
- Expert in internal operations and systems.





REQUIRED SKILLS & QUALIFICATIONS

Strong technical and relational skills are essential for this position. Candidates who move forward will be asked to submit a technical portfolio to demonstrate their skills and will be compensated for their time spent. Candidates making it to future rounds will also be asked to perform a situational interview to experience real life scenarios at Axis. Also note that even if you don't meet all of the below requirements but are strongly interested in the position, we want to hear from you. Please apply!

Skills/requirements we are looking for include:

- 3–6 years of experience in business analysis, technical project management, or systems consulting.
- Demonstrated ability to work across technical platforms and adapt quickly to new tools or systems.
- Strong understanding of relational databases and how data flows between systems.
- Exceptional communication skills, both written and verbal, with the ability to tailor messaging for technical and non-technical audiences.
- Proven success managing priorities and helping teams stay focused on strategic goals.
- Thoughtful, critical thinker with the ability to anticipate challenges and think a few steps ahead.
- Confident, humble collaborator who is comfortable asking for help but also takes initiative to figure things out independently.
- Experience interfacing with third-party vendors, consultants, and system integrators.

SUCCESS IN THIS ROLE LOOKS LIKE

- You become a go-to resource for understanding and improving internal processes and tools.
- Projects run more smoothly because you're at the helm, guiding prioritization, ensuring alignment, and removing friction for those doing front-line work.
- You build strong, productive relationships both internally and with external consultants to help make collaboration seamless.
- You're able to recognize when something needs to be escalated and when it doesn't.
- You are constantly learning and applying those learnings to improve how Axis functions.

PHYSICAL REQUIREMENTS

This position is primarily sedentary and performed in a standard office or home office environment. Essential physical requirements include:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent use of hands and fingers for typing and operating standard office equipment.
- Ability to communicate clearly via phone, video, and in-person.
- Occasionally required to stand, walk, reach, or bend.
- Occasionally required to lift or carry items up to 25 lbs.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this role.





AXIS STATEMENT OF FAITH

I believe in God, the Father Almighty, creator of Heaven & Earth. I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, & was buried; He descended to the dead. On the third day He rose again; He ascended into heaven, He is seated at the right hand of the Father, & He will come again to judge the living & the dead. I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, & the life everlasting.

I fully accept the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, & the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). I will keep myself from sexual misconduct including disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

HOW TO APPLY

To apply, please email your resume to **heather@axis.org**.

Candidates must be authorized to work in the United States.

This job description is a general outline of the key responsibilities & qualifications of the role at Axis. It may be modified or expanded to meet the evolving needs of the organization.

