



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
9449 West Priority Way
Indianapolis, IN 46260

Tel: (317) 634-7546

girlsinc.org

JOB POSTING

Date:

Position: Software & Application Specialist

Reports to: Director of Information Technology

Location: National Resource Center, Indianapolis, IN (Hybrid position requiring work in person from our National Resource Center in Indianapolis at least twice weekly).

Summary: The Software & Application Specialist position is critical to the success of Girls Inc. data collection and fundraising platform. The position maintains and oversees all software and application programs used by the organization. The position will advise and assist with the installation of new software, upgrading or improving software programs and applications. In addition, performing upgrades, patching as needed and troubleshooting issues. Developing custom dashboards, reports and functions in programs to support users. This position works collaboratively with management and key stakeholders, to identify business needs and to develop a plan that will assist the organization with meeting or exceeding its objectives.

Responsibilities:

- Maintain the operation of all software and application programs used by the organization
- Oversee the user management in all software and application programs
- Develop, implement and maintain databases, data analytics and other strategies that optimize statistical efficiency and quality; locate and correct coding issues
- Adjust applications and tailor them to meet specific needs of the organization or individual users
- Acquire and maintain data from secondary data sources
- Create visualizations from views using BI reporting tools
- Develop strong collaborative work relationships with department staff to identify opportunities for data tools and marketing products
- Review and validate departmental customer data as it is collected
- Filter and clean data by reviewing reports and performance indicators
- Provide basic BI and Salesforce software training for end-users
- Leads the design and development of systems used for managing data

Qualifications:

- BS in Information Technology, Management Information Systems or related IT field
- Strong knowledge of and experience with reporting packages, databases, and programming, such as SQL Server
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy
- Adept at writing queries and reports; presenting findings
- Helpdesk support experience
- Ability to work well under pressure, managing changing timelines and conflicting demands
- Experience with Salesforce
- Experience with BI tools, such as Power BI (preferred)
- Strong understanding of fundraising processes and reporting needs (preferred)
- Change management skills; ability to organize and execute required system changes
- Excellent verbal and written communication skills
- Ability to understand requirements and explain technical issues to non-technical staff
- Ability to work with people from all levels inside and outside of the organization
- Being an effective team player while working closely with the IT Team
- Confidentiality and respect for the privacy of records

How To Apply:

Interested applicants should send a resume and cover letter to: humanresources@girlsinc.org. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we execute our mission and model the world we want to see.

Revised 2/23.