



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
9449 West
Priority Way
Indianapolis, IN,
46260

Tel: (317)

634-7546

girlsinc.org

Position: Salesforce Administrator

Reports to: Director of Information Technology

Location: National Resource Center, Indianapolis, IN

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary: The Salesforce Administrator is critical to the success of Girls Inc. in leading and ensuring the successful use of Salesforce as our fundraising platform. The position will advise and assist in the implementation of our overall data infrastructure within Salesforce. The position develops analysis and reporting capabilities across the organization, with an emphasis on fundraising (approximately 65%), and monitors performance and quality control plans to identify improvements. This position “knows their way around” the technical side of Salesforce and works collaboratively with key stakeholders to help drive teams formulate solutions towards business goals.

Responsibilities:

- Configure, maintain and support Salesforce Suite of products and add-ons
- Deep understanding of the Salesforce platform, including its architecture, development, and administration
- Lead and guide teams of staff in designing, building, and implementing Salesforce solutions as well as troubleshooting issues
- Analyzing existing operations to identify risks and redundancies
- Develops Salesforce platform modules, dashboards, and interfaces
- Acquire and maintain data from secondary data sources
- Develop strong collaborative work relationships with department staff to identify opportunities for data tools and marketing products
- Be responsible for high-level data analysis and visualization
- Identify and define new process improvement opportunities
- Provide Salesforce software training for end-users
- Works with additional software and applications that interface Salesforce and/or related to position

Assists the design and development of systems used for managing data

Qualifications:

- Bachelor's Degree or equivalent work experience
- 3+ years' experience with Salesforce
- Salesforce Certifications
- Designing and implementing interfaces and APIs
- Experience with database concepts and data modeling capabilities
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with attention to detail and accuracy
- Ability to work well under pressure, managing changing timelines and conflicting demands
- Strong understanding of fundraising processes and reporting needs
- Change management skills; ability to organize and execute required system changes
- Experience with a JIRA environment
- 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
- Confidentiality and respect for the privacy of records

How To Apply:

Interested applicants should apply using the following link:

<https://recruiting.paylocity.com/recruiting/jobs/Details/1789577/Girls-Incorporated/Salesforce-Administrator>

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.

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