



Auburn

Trouble the waters. Heal the world.

Job Description

Job Title:	Data & Technology Associate
Department:	Technology, as part of the Operations Team
Reports To:	Director, Technology
Status:	Full-Time, Exempt, Salaried
Start Date:	October 15, 2017

Auburn is a multifaith leadership development and research center working with secular and faith-rooted justice leaders on a national scale, as well as at the grassroots level, who exhibit the drive and potential to awaken the spirit of possibility within each of us to catalyze change and face the challenges of our fragmented, complex time.

Using innovative, research-based methodologies, Auburn equips bold and resilient leaders to frame the critical conversations of the day, and to mobilize the public to work across divides to create the world for which humanity longs. We provide them with education, research, support, and media savvy, so that they can bridge religious divides, build community, pursue justice, and heal the world. Learn more at AuburnSeminary.org.

SUMMARY

The Data & Technology Associate will be responsible for Auburn's database needs and supporting all areas of technology. The ideal candidate will have a strong command of various types of software, digital tools, computers and other tech equipment, as well as the ability to collaborate with others.

The primary job function is focused on all things Salesforce (our database and CRM): entering and managing data, making sure data is accurate and clean, designing internal processes, building forms that integrate with Salesforce, and helping staff with their Salesforce questions.

In addition, the associate will be a member of the technology team, and will help troubleshoot tech questions and set up technology for meetings and events, among other responsibilities.

KEY RESPONSIBILITIES:

- Serve as a Salesforce system administrator
- Manage and enter program and fundraising data in Salesforce
 - Create campaigns to track trainings, cohorts, events, etc.
 - Create opportunity records for donations, grants and program revenue
 - Design and create registration/application forms
 - Ensure quality data by de-duping records
 - Build customized reports for staff upon request
 - Reconcile revenue
 - Work with all staff to ensure the accuracy of data in Salesforce
- Answer Salesforce-related questions and hold ongoing trainings for staff on Salesforce and related tools

- Implement institutional emails using Salesforce Marketing Cloud, build recipient lists, and report on response metrics
- Perform data migration and other regular Salesforce system administration projects
- Design processes with coworkers that use Salesforce or other types of technology
- Help staff with questions about tech equipment and software, and set up technology for meetings
- Other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- Digital native who is as comfortable with computers and data as with interacting with staff and constituents
- Experience using Salesforce is required, experience as a Salesforce system administrator is preferred
- Strong project management skills
- Comfortable with Windows and Mac operating systems, Microsoft Office and Google Apps
- A quick learner when it comes to technology
- Experience implementing institutional or marketing emails
- Basic knowledge of email and website analytics, including use of Google Analytics
- Experience with WordPress and Photoshop is preferred
- A commitment to Auburn's mission

TO APPLY:

Please send your resume and thoughtful cover letter to the attention of Dan Greenman, Auburn's Director of Technology, at work@auburnseminary.org. Please use the job title as the subject line of your email, and use the PDF format for all application materials. No phone calls, please.

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