Job Description
Information Technology and Data Manager

Position Summary
The Information Technology and Data Manager supports the organization's mission and effectiveness by coordinating, defining, delivering, implementing, and supporting information technologies and data solutions. The IT and Data Manager works with organization leadership to recommend information technology and data strategies, policies, and procedures that considers the needs of the overall organization and the specific needs of each of its programs. The IT and Data Manager provides technology and data support to the staff and leadership of the organization in cooperation with an outsourced managed IT provider. The IT and Data Manager is responsible for coordinating IT and data resources, security systems, disaster preparedness and recovery, network administration, integrated telephone systems, and the CRM/database system.

Reports to:  Vice President of Finance and Chief Financial Officer
Classification:  Full-time, Exempt

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following list is not designed to comprise a comprehensive listing of activities, duties or responsibilities that may be required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Coordinate the ongoing design, implementation, and maintenance of the IT, database, telephone, and business equipment systems for the organization.
- Provide direct technology, equipment, and database support to staff and client users, and coordinate use of third-party vendors and managed IT services as needed.
- Act as liaison to outside vendors and contractors to provide additional managed IT, communications, and data-related services as needed.
- Manage and support a Salesforce CRM and a linked SQL database, including supporting and training users, managing and encouraging user adoption, and ensuring the successful flow of data into and out of both data systems.
- Guide staff in use of data systems to provide business intelligence for data-driven decision making and strategy planning for the organization.
- Preserve data integrity and security by implementing and monitoring disaster recovery, back-up procedures, security, remote access protocols, and other control structures.
- Initiate, coordinate, and enforce IT systems, policies, and procedures to ensure user adoption while at the same time accomplishing organizational goals.
- Use all opportunities to educate staff how to successfully navigate technology and data systems themselves while providing responsive support.
- Participate in budgeting for IT infrastructure.
• Manage IT P&L
• Assist with selecting and installing new hardware and software and help train employees on its use.
• Other duties as assigned or required to meet business needs.

**Qualifications**

• Passion for working with mission-driven organizations.
• Ability to act as a point person in guiding staff and the organization to full and productive use of technology and data to further our mission.
• Broad-based technical understanding and proficiency to work successfully in a Windows network environment, with Office 365 productivity software, coordinate both Salesforce and SQL database administration, and monitor network security.
• Excellence in managing projects from conception to completion.
• Clear ability to listen to, develop plans with, and effectively communicate support to users and clients.
• Commitment to quality customer service for our internal users and our outside clients.
• Strong verbal communication and ability to simplify complex technology principles for users and clients.
• Action-oriented, organized, self-starter with proven time-management skills.
• Ability to work effectively both independently and in a team environment.
• Commitment to working in collaboration with diverse groups of staff and clients.

**Education and Other Training:**

• Required:
  o 3+ years of experience in project administration and/or project management. This could be in an administrative role.
  o Experience in, comfort with, interest in, and aptitude for IT and database administration and/or IT management.
  o Experience and proficiency with a variety of office productivity software and applications, including successfully providing support for these tools to end users.

• Preferred:
  o BA or BS degree preferred, though not necessarily in an IT field.
  o Certification or other training in computer technology, network administration, database administration or related field.
  o Experience supporting accounting and financial technology design and development.
  o Salesforce Certified Administrator

**Salary:** $55,000-$65,000, depending on experience. Excellent benefits package includes medical, dental, life, and disability insurances, along with retirement and generous leave policies.

Interested candidates should send a cover letter and resume to Keven Ambrus, Vice President of Finance and Chief Financial Officer, at kambrus@propelnonprofits.org. The priority application deadline is **5 pm on Friday, October 16, 2020**. Position open until filled.

*Propel Nonprofits is an equal opportunity employer.*
About Propel Nonprofits
Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital. Its services include accounting and finance, board governance, fiscal sponsorship, lending, skills and knowledge sharing, strategic consulting, and training. Propel Nonprofits serves nonprofit organizations in Minnesota and the adjacent states of Wisconsin, Iowa, North Dakota, and South Dakota.

About our Services

Lending: Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings.

Technical Assistance: TA helps nonprofits understand their financial situation, identify priorities, and develop a plan of action for the near and long-term future.

Training: The training program offers 100-150 training events annually on topics related to nonprofit finance, strategy, and governance.

Strategic Consulting & Board Development: Propel Nonprofits’ consulting team works with nonprofits to develop strategic and operational plans, provide customized board training and facilitation, and chart new paths for collaboration and partnerships.

Accounting and Finance: Our staff of experienced accountants work with nonprofit to tailor QuickBooks Online for their needs, develop in-house accounting expertise, and support nonprofit clients working with Propel Nonprofits’ other programs.

Fiscal Sponsorship: Our fiscal sponsorship program works with dozens of mission-driven organizations, projects, causes, and collaborations annually to test drive ideas as they build infrastructure, set goals, and develop their business models. As fiscal sponsor, Propel Nonprofits offers the ability to accept charitable contributions while waiting for IRS 501(c)(3) application approval; we also offer guidance and insights, organizational development, financial and board governance templates and trainings, and a bridge to helpful relationships.

Resources: Propel Nonprofits has developed an extensive online library of videos, articles, financial examples and templates, and glossary of financial terms.
Our Guiding Principles & Core Values
At Propel Nonprofits, we’re in the business of powering those on the frontlines working for the good of our communities, which requires dedication and a shared vision. Our Theory of Change is that when nonprofits are well led, well resourced, and well connected they achieve mission success. As we work toward our mission of fueling the impact and effectiveness of nonprofits with guidance, expertise, and capital, we use these principles as a strategy screen, as accountability markers, and as a handshake, whether you’re new through our door or an old Propel friend.

Champion nonprofits
We love nonprofits – their people and their missions. We are optimistic about their ability and believe in their power to change the world because we see their work in action every day. They are experts at connecting communities for change, bold leaders who take risks, and folks who stand up and take action in the face of injustice. Nonprofits are champions of good; we are champions of nonprofits.

Be a mutual and trusted partner
The work of standing up for your mission takes courage, honesty, and a friend who believes in you. We enter our partnerships with respect and kindness, aiming to be the champion in your corner, a trusted confidant, and the one helping identify the elephant in the room when an issue needs to be named. “Be helpful” is one of our mottos, and for us, this means listening first, then supporting nonprofit leaders’ expertise with our own. We value honesty with empathy, and usually around a table with coffee.

Advance justice
We power nonprofits because they are helping create more just, equitable communities. Nonprofits leaders work beyond themselves to reshape systems that have historically withheld power, address the immediate gaps left by other institutions, and provide access to resources for all. We stand with them in a shared commitment to social, racial, and economic justice; as a community development financial institution, we collaborate to give nonprofits and their constituents access to capital, resources, and ownership of their decisions.

Stay curious
In an ever-changing world, we believe adaptability and creative problem solving comes from always having one more question. We love to learn from each other and from our nonprofit partners, and then generously share the insights and knowledge we’ve gained. Nonprofit leaders are experts at what they do, so we’re always building upon our own expertise in nonprofit finance, strategy, and governance to best support them through hard decisions, life cycle pivots, and ecosystem shifts.

Have fun
We embrace joy and emit optimism. This means honoring mission moments, celebrating wins and brave decisions, equipping courageous leaders and standing by them, and bringing enthusiasm and a sense of humor to our relationships and work. We take the long view and surround ourselves with people and partnerships who make us smile and help us imagine the world we’re working toward.