



## **JOB DESCRIPTION – ASSOCIATE DATA ADMINISTRATOR**

Role location: San Diego, CA

Reports to: Sr. Data & Technology Administrator

Salary range: \$25-30 per hour / 40 hrs per week – temp-to-hire for 3-6 months

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$134 million has been raised and over 35,000 funding requests from challenged athletes in all 50 states and dozens of countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, San Francisco and Boise, Idaho. This is a full-time position based in San Diego, CA.

### **POSITION SUMMARY**

The Associate Data Administrator position is a full-time position with temp-to-hire status (potential of Full-time hire after temp contract) with the position to start as soon as possible. This position reports to the Sr. Data & Technology Administrator. This position is based in San Diego, CA and is required to be able to come into the CAF San Diego office.

The Associate Data Administrator will support the day-to-day maintenance of all business systems for the organization. This includes maintaining the integrity of our main database (Salesforce NPSP) and the integration of all other systems (Luminate Online, Omatic Integration Cloud, OneCause, etc.). This position will also help to support all cross-departmental teams with their database and online technology needs.

### **RESPONSIBILITIES**

- Support the Sr. Data & Technology Administrator with day-to-day operations and projects which include the following:
- Maintenance of constituent record management in database systems.
- Manage integration with Salesforce NPSP, Omatic Integration Cloud, and Blackbaud's Luminate Online as well as other online tools (OneCause, Zengine, Zapier, WealthEngine, etc)
- Manage data cleansing and duplicate management across systems.
- Help ensure reports and dashboards are accurate and shared across teams and systems.
- Manage and, when needed, create custom objects, fields, formulas, and workflows in

Salesforce NPSP.

- Coordinate with the Finance team to ensure data constituency in reporting between accounting systems and Salesforce.
- Provide technology support to staff and provide training when needed.

### **Requirements and Qualifications**

- Bachelor's degree in related discipline.
- Minimum 2 years of experience with Salesforce as an Administrator; preferably in a nonprofit environment.
- Salesforce Admin Certification preferred.
- Experience with Blackbaud's Luminate Online preferred.
- Proficient in Microsoft Office especially Microsoft Excel.
- Experience in troubleshooting and resolving database integrity, integration, and performance issues.
- Ability to prioritize and multi-task in a fast paced environment
- Detail-oriented with strong planning skills, good judgment and consistent follow through.
- Highly organized, responsible, and attentive to timelines and details
- Confidentiality: Staff members are required to protect and ensure the integrity of data containing personal and sensitive information.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

All applicants are required to provide a cover letter and resume to [hr@challengedathletes.org](mailto:hr@challengedathletes.org)