



Development and Database Administrator

Who Are We

Global Student Embassy (GSE) is a young and innovative non-profit that engages and empowers high school students to become community leaders through action-oriented environmental education in California, Ecuador and Nicaragua. Join our passionate and vibrant team as we prepare young people to become environmentally conscious leaders, skilled at taking action and addressing local and global challenges. Find out more at www.globalstudentembassy.org

Job Summary

Global Student Embassy's (GSE) mission is to develop community leaders through action-oriented environmental education. The Development and Database Administrator is responsible for overseeing fundraising activities of the organization, in collaboration with the Executive Director and Communication and Development Manager. In addition to being responsible for fundraising activities such as prospecting donors and campaign strategy, this position manages Salesforce, which is central to our fee-for-service exchange trips and requires extensive customization to manage the business process. This position reports to the Executive Director and works in close collaboration with the Communications and Development Manager and Travel and Outreach Manager.

Responsibilities

1. Development - 60%
 - a. Create donor prospecting systems
 - b. Develop email marketing strategy
 - c. Manage Salesforce donor information
 - d. Create donor cultivation plans
 - e. End of year campaign design and execution
 - f. Reconcile Quickbooks and Salesforce, entering checks, logging payments, etc
 - g. Support event execution alongside Communications and Development Manager

2. Technology - 40%
 - a. Administer, improve and extend the Salesforce org, including fundraising and business customizations and integrations



- b. Maintain documentation of Salesforce customizations
- c. Lead quality control for data
- d. Manage technology integrations such as payment processors and email marketing
- e. Provide technical support and training for Salesforce for staff
- f. Manage and maintain web server
- g. Manage organizational-wide IT security
- h. Manage software licenses

Qualifications

- Minimum 2-3 years experience with nonprofit development.
- Proficiency with Salesforce administration and customization as well as Conga required. Certified Salesforce administrator preferred. Proficiency with NPSP, Docusign, Click and Pledge, Dotmailer, workflow rules, flows, and Sites preferred. Salesforce fundraising experience a plus.
- Flexible and able to perform well under constantly changing environments.
- Excellent organizational, oral and written communication skills, and attention to detail.
- Creative and analytical thinking with strong problem-solving skills.
- Expertise with Office, Google Apps and other computer functions a must. Experience with Wordpress preferred.
- Experience with cross cultural communication preferred.

Global Student Embassy is an equal opportunity employer and highly values diversity.