



## **Nonprofit Salesforce Administrator (Part-time)**

The Salesforce Administrator will be responsible for improving the usage, configuration, and maintenance of the Concussion Legacy Foundation's (CLF) database. This position will work closely with CLF's Digital Technology Manager and partner with the Development, Programs, and Communication departments to identify, develop and deploy new database processes to optimize performance and efficiency. This role will directly support CLF's efforts to improve outcomes for athletes, veterans, and all affected by brain trauma. The ideal candidate will have a robust understanding of Salesforce, strong organizational skills, analytical thinking, and effective communication skills. Depending on candidate preferences and qualifications, this position can be offered as independent contracting or part-time employment.

<b>Company:</b>	Concussion Legacy Foundation
<b>Reporting to:</b>	Digital Technology Manager
<b>Location:</b>	Remote
<b>Status:</b>	Part-Time Employee -or- Independent Contract
<b>Hours:</b>	Flexible/Project Based

### **Responsibilities**

- Provide solutions for Salesforce workorder tickets from internal clients.
- Configure weekly, monthly, and quarterly reports and dashboards for key stakeholders.
- Provide database support to Development, Programs, and Operations teams.
- Collaborate with CEO, Development, and Finance to ensure all gifts are recorded accurately.
- Increase efficiency in donor acknowledgements, campaigns, and moves management.
- Streamline data entry, security, and back-up processes in Salesforce
- Develop standard operating procedures to optimize team performance and efficiency.
- Conduct staff trainings to optimize use of Salesforce database.
- Develop, test, and maintain process automations in Salesforce to systemize data and work processes.
- Improve CRM database integrity and functionality.
- Implement and support Salesforce software updates and release packages as appropriate.
- Support Salesforce configuration to optimize use with integrated applications including Pardot, Classy, FormAssembly, and WealthEngine.

### **Qualifications**

- Experience building and formulating custom apps, objects, fields, processes, page views, etc.
- 2 years' experience as a Salesforce administrator preferred.
- Salesforce Platform App Builder and ADM201 Administration Essentials certification preferred.
- Experience with Salesforce Nonprofit Success Package or nonprofit processes a plus.
- Understanding of SOQL a plus.
- Excellent written and verbal communication skills.
- Demonstrated ability to prioritize a varied task list.
- Eagerness to work with a mission-focused team and passion for supporting a good cause.

## **How to Apply**

Please submit your resume and cover letter to [operations@concussionfoundation.org](mailto:operations@concussionfoundation.org)

## **About the Concussion Legacy Foundation**

The Concussion Legacy Foundation is a 501(c)(3) non-profit organization. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, veterans, and all affected by concussions and CTE; achieve smarter sports and safer athletes through education and innovation; and to End CTE through prevention and research. The Concussion Legacy Foundation's work [has been featured](#) by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports and many other news and media outlets. For more information, please visit [ConcussionFoundation.org](http://ConcussionFoundation.org).

At the Concussion Legacy Foundation, we are proud to be an equal opportunity employer. All applicants will be considered for employment based on qualifications, merit and organizational need and without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. CLF is committed to providing employees with a work environment free of discrimination and harassment.