

# **Life Changers International Church**

## **Job Description**

Job Title: **Salesforce Admin & Project Mgr**

FLSA Status: Exempt

Dept: GDM

Date: August, 2018

Reports to: Chief Marketing Officer

### **Job Summary**

The Salesforce Administrator & Project Manager will bring positive change and exponential growth to Life Changers and Gregory Dickow Ministries, creating and supporting the marketing initiatives from the Chief Marketing Officer.

### **Essential Job Duties**

- Serve as primary system administrator for the Salesforce.com environment with 10+ users
- Handle all basic administrative functions including user account setup, maintenance report and dashboards, workflows and other routine tasks
- Complete regular internal system audits and prepare for upgrades
- Manage Salesforce.com data feeds (accounting) and other integrations (Micah Tek)
- Coordinate the evaluation scope and completion of new development requests
- Work with leadership team to establish suitable processes to support administrative, development, and change management activities
- Assist in training of new users, and grow the Salesforce.com skill set across the organization
- Effectively act as the liaison between our users, vendors and the application development teams
- Work independently with members of the user community to define and document development requirements

### **Required Education, Knowledge, Skills and Abilities**

- Must have a saving knowledge of Jesus Christ and have answered His call to commitment of service, evidenced by a growing walk in the Spirit;
- Must demonstrate full understanding and wholehearted agreement with Life Changers International Church Statement of Purpose, Vision, Mission and Culture.
- Be a member of LCIC and attend services on Wednesdays and Sundays
- Be able to convey the vision of the Life Changers International Church & Gregory Dickow Ministries to staff, volunteers, and peers
- Requires commitment to operate as a team, respecting the individual demands on others but never placing individual responsibilities above the goal of the team or the success of the church
- Demonstrate transparency, genuine and honest and proven leadership skills
- 2+ years as project manager and/or administrator
- Non profit marketing background desired, but willing to train the right person

- Salesforce knowledge required. Asana, Slack, Pardot, Social Studio a plus.
- Strong attention to detail and ability to analyze data and problem-solving abilities
- Ability to work efficiently and effectively in high pressure situations
- Possess excellent communication skills, verbal, written and listening skills
- College degree in marketing, communications, business or similar degree
- Have completed Salesforce Trailhead course

*By signing, I acknowledge receiving and understanding this description and agree to perform the duties to the best of my ability.*

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Signature

Print Name

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Date