



## **JOB DESCRIPTION**

### **TECHNOLOGY & DATABASE COORDINATOR**

#### **POSITION SUMMARY**

The Technology (30%) & Database Coordinator (70%) will be responsible for overseeing two areas, directly or through other staff. This person is responsible for managing multiple company data bases for input, upkeep, redundancy and protection. This person also coordinates Technology Resources, working through vendors and consultants to manage those assets and ensure the technology infrastructure runs smoothly and efficiently.

#### **ESSENTIAL FUNCTIONS**

- Establish and maintain data standards and security protocols to keep CRM database current.
- Increase performance, integrity and security of all company databases, developing functionality.
- Monitor regular backups of information and restoration of information to ensure data preservation.
- Keep abreast of current laws and regulatory developments within or outside of the company, as well as evolving best practices in compliance control for the company's databases.
- Maintain the various databases and backups of them.
- Create ways to maximize and improve the database for marketing field efforts.
- Handle and coordinate setup of accounts and workstations for employees.
- Troubleshoot technology issues and outages.
- Work with vendors to ensure security through access controls, backups and firewalls.
- Coordinate with vendors to maintain, upgrade, and manage our software, hardware and networks.
- Develop expertise to train staff on new technologies.
- Assist with setup of technology as needed for various events.
- Work with other team members to further the ministry of MB Foundation.
- All other duties as deemed necessary.

#### **REQUIREMENTS**

- Bachelor's degree is preferred.
- Experience as a System Administrator, Network Administrator, or similar role is a plus.
- Methodical and diligent with outstanding planning abilities.
- Excellent communication skills.
- Excellent knowledge of reporting procedures and record keeping.
- Resourcefulness and problem-solving aptitude.
- A business acumen partnered with a dedication to legality.
- An analytical mind able to "see" the complexities of procedures and regulations.
- Knowledge of system security and data backup/recovery.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

#### **APPLICATION**

To apply, visit [www.mbfoundation.com/employment](http://www.mbfoundation.com/employment) for more information and to review the USMB Confession of Faith.