

Keep Durham Beautiful seeks

Salesforce Nonprofit Administrator Volunteer

Part-time volunteer consulting opportunity for an experienced salesforce administrator to volunteer with our environmentally-focused organization

*** This is an unpaid, long-term volunteer role requiring 3-10 hours per month ***

Keep Durham Beautiful (KDB) is a nonprofit organization working in partnership with the City and County of Durham. KDB seeks an energetic individual to manage and enhance functionality of our salesforce for nonprofit CRM to support volunteer management, impact metrics and donor relations.

Our Mission:

Keep Durham Beautiful (KDB) is a nonprofit working in partnership with the City and County of Durham. Our mission is to build environmentally just, resilient and healthy outdoor spaces in cooperation with Durham Communities.

Responsibilities:

KDB uses *Salesforce Nonprofit Success Pack* to manage program participants, metrics reports, communications and eventually donors. Team has actively used CRM for one year.

Salesforce Administrator will:

- Support ongoing maintenance and upgrades
- Guide user group learning to use increasingly advanced features and functions such as imports
- Develop SOP's and best practices to help nonprofit train new staff
- Manage Security, Users and sandboxes
- Build custom reports and dashboards
- Integrate automated communication
- Periodically add new apps, modules, design and functionality upgrades
- Incorporate salesforce volunteer registration forms on website
- Envision and advise continuous improvement opportunities
- Provide high-quality support via telephone, videoconference and email

Required Qualifications:

- Proven experience with Nonprofit Success Pack
- Salesforce Administrator Certification
- Minimum of 1-year experience supporting a nonprofit or business
- Commit to a minimum of six months of service, preferably 12 months or longer

Benefits to Volunteer:

- Gain valuable experience supporting an active user team with continually developing CRM
- Practice writing SOPs for users
- Opportunity to help advance environmental justice in Durham
- Collaborate with a dynamic and connected environmental nonprofit team
- Impact work toward meeting Durham City and County strategic goals

Compensation:

- Pay: Unpaid Volunteer Role
- Hours: 3-10 hours per week on average
- Duration: 12-month minimum commitment requested
- Schedule: flexible schedule coordinated with Executive Director and team
- Work Location: primarily remote, unless proximal to Durham, NC
- Equipment: must provide own computer; requires internet access

Keep Durham Beautiful Diversity, Equity and Inclusion Statement:

Keep Durham Beautiful values and seeks equitable and inclusive participation within our organization. Keep Durham Beautiful promotes involvement and access to leadership opportunities to all members regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, or physical or mental disability. Keep Durham Beautiful will continue to develop strategies and initiatives to promote equity and promote diversity and inclusion within our board, staff, and volunteers.

Digital Presence:

Web page: www.keepdurhambeautiful.org
Facebook: www.facebook.com/KeepDurhamBeautiful
Instagram: www.instagram.com/keepdurhambeautiful
Twitter: <https://twitter.com/DurhamBeautiful>
Flickr: www.flickr.com/photos/keepdurhambeautiful

To Apply: Send cover letter, resume, references to Tania Dautlick, Executive Director, at Tania@keepdurhambeautiful.org.

Application Deadline: Applications will be reviewed on a rolling basis.

Address: City of Durham General Services Department, 2011 Fay Street, Durham, NC 27704