

**CATHOLIC CHARITIES OF TENNESSEE, INC.
POSTING ANNOUNCEMENT**

IT and Database Manager

Catholic Charities is seeking candidates for the position of IT and Database Manager at our main office located at 2806 McGavock Pike, Nashville, Tennessee, 37214. This position is 37-1/2 hours per week from 8:00a.m. to 4:30 p.m. Monday through Friday with some flexibility required.

We are seeking a qualified IT leader to serve as Catholic Charities primary data manager and IT support. Responsibilities include oversight of: installation and maintenance of computer systems and peripherals within established guidelines, ensuring data integrity within large client and donor databases, providing technical support to non-technical users, and identifying/implementing industry trends which will propel the agency's reputation as a leader in both data collection and data reporting.

Education/Experience:

- Bachelors' degree or equivalent experience required
- Administrative experience required
- Experience as a Salesforce Administrator preferred
- Working knowledge of Salesforce user permissions, validation rules, workflow rules, process builder, page layouts, custom object, custom fields, reports, and dashboards; experience with basic Apex triggers and basic Visualforce a plus
- Advanced knowledge of Microsoft products
- Experience working with large datasets
- Experience with large-scaled data cleaning and data migrations
- Experience training non-technical staff to use Salesforce and follow established best practices
- Experience working with sandbox and productions environments to manage/test functional or process changes
- Ability to solve problems by leveraging database and technology solutions
- Experience in IT related field
- Knowledge of network components and infrastructure
- Experience with a social service agency preferred

Other Skills or Requirements:

- Strong communication (oral and written) skills required
- Effective interpersonal and communications skills to build relationships and advocate for the needs and concerns of our client community
- Proficiency with Windows and Microsoft Office applications, internet research, and a high comfort level in working with computer systems required
- Must exercise good judgement, courtesy, and tact in dealing with the public, and in giving and obtaining information
- Must be cordial in work under pressure and/or meeting deadlines
- Ability to follow tasks through to completion
- Must be able to work well both independently as well as part of a team
- Must have a valid driver's license
- Knowledge and adherence to strict confidentiality and HIPAA standards a must
- Must pass a background screening which includes fingerprinting

Competitive salary with excellent benefits package. Please email cover letter (detailing how candidate meets posted minimum requirements) with salary history and resume to John Michael Ford jmford@cctenn.org.

POSTING DATE: 2/14/2020

DATE AVAILABLE: Immediately

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.