We are looking for a Salesforce Administrator to join our growing team at Project Success. Project Success is a youth development organization that helps students connect to their purpose. We work with more than 15,000 6th – 12th graders in the Minneapolis School District and have over 100,000 alumni around the world.

This role will be managing and maintaining Project Success’ data needs across our Salesforce database and its integrations. The Salesforce Administrator will need a broad skillset including working with Salesforce, Office 365, and various connected apps. It will require attention to detail, creative problem-solving ability, and excellent communication skills. Our ideal candidate loves the process of building systems that help make data come to life and drive positive action across the organization!

This role would report to the Director of External Programs and Operations. They would work closely with three major teams across the organization:

- External Programs Team – tracking student registration, participation, and survey data
- Schools & Curriculum Team – reporting participation and outcomes to schools
- Development & Communications Team – reporting to the board, partners, and donors

**Core Responsibilities**

- Be the Salesforce Administrator for Project Success and serve as one of the administrators for Microsoft Office 365
- Manages all 3rd party integrations with external platforms such as Alchemer (formerly SurveyGizmo), Power BI, Mailchimp, Outlook, & SMS Magic
- Maintains data integrity for PS and manages ongoing data uploads from district and partners
- Maintains databases to track inputs and outputs including but not limited to: student registrations, attendance, program opportunities, workshop reporting, etc.
- Utilizes the values of Inclusion, Diversity, Equity, and Accessibility (IDEA) throughout the development and execution of registration and data systems
- Develops and conducts daily, weekly, monthly, quarterly, annual, and ad-hoc reporting around attendance and outcome metrics
- Manages external reporting requirement requests from all departments
- Identifies and addresses any issues/errors that arise in the data systems and works closely with staff to solve issues
- Build registration forms for new programs and ensure that existing forms are working properly
- Communicates directly with database vendors to ensure organizational needs are met
- Delivers support, technical assistance, and training to staff around database usage, data collection, and data literacy
- Work collaboratively across the organization to make sure all data system needs are met
Preferred Qualifications

Please note that while the below qualifications are preferred for the role, we do not expect any one person to necessarily have all the items listed. We encourage people with a wide range of experience levels to apply – all of these areas will be trained on during the onboarding period for the role.

- Strong experience in Salesforce as an administrator - including using workflow/process builder
- Experience with data migration, data visualizations, and 3rd party integrations with Salesforce
- Experience, or ability to quickly learn, Power BI (or similar Business Intelligence tools)
- Experience, or ability to quickly learn, Alchemer (formerly SurveyGizmo)
- Intermediate to advanced Excel skills
- Familiarity with Microsoft Office 365 – including Outlook and Sharepoint
- Ability to summarize data into effective and dynamic reports for various stakeholders
- Ability to balance multiple ongoing projects to deliver effectively in a timely manner
- Excitement in problem-solving data systems and training others on solutions
- Quick learner with a growth mindset

Details

This position is a full-time salary exempt position, with a typical work week around 9am-5pm (Monday – Friday), although there may be some schedule adjustments needed in order meet specific deadlines. This role will also have significant flexibility for remote work, although some in-person meetings/work will be necessary.

Salary Range: $55,000 - $72,000

The rest of the compensation package includes the following:

- Generous PTO plan
- Health Care insurance (PS pays 100% of the premium rate)
- Dental, Short-Term Disability, and Life Insurance (PS pays 100% of the premium rate)
- SIMPLE IRA retirement package matched at 3%
- Free parking at the PS office

To Apply

Please email the following to apply@projectsuccess.org:

- Resume
- Cover Letter
- 3 References
- Where you heard about us

To learn more, visit: https://www.projectsuccess.org/news_events/job_openings/

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!