



## **BACKGROUND**

The Fresh Air Fund has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend six Fresh Air camps in New York's Hudson Valley. Young people also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent, not-for-profit agency.

**The Fresh Air Fund is seeking a Salesforce Administrator.**

## **FUNCTION**

The Salesforce Administrator will lead the ongoing data mining of our Salesforce.org deployment. The successful candidate will have a record of success in improving processes and creating detailed and complex reports. The administrator will work closely with functional leaders, organizational units, and subject matter experts to identify develop and deploy new business processes including: Development, Communications, Community Outreach and our core program processes. This role is part data manager, part administrator and part analyst.

The Salesforce Administrator will assist with the configuration, support, maintenance, and improvement of our CRM platform. This is a position budgeted between 21 and 28 hours per week of work and is slated to last approximately four months, with potential for an extension of time based on organizational need.

## **JOB RESPONSIBILITIES**

- Work with key stakeholders to determine data needs, create reports, create dashboards, and extract data
- Assist with basic administrative functions
- Assist with data feeds and other integrations
- Coordinate the evaluation, scope and completion of new data and report requests.
- Assist in training of new users, and grow the Salesforce skill set across the organization
- Work independently with members of the user community to define and document development, data, and report requirements.

## **REQUIREMENTS/QUALIFICATIONS**

- Excellent project management skills and a positive attitude
- Demonstrated ability to meet deadlines, handle and prioritize simultaneous requests
- Creative and analytical thinker with strong data driven skills
- Must demonstrate exceptional verbal and written communication skills
- Must demonstrate ability to communicate effectively at all levels of the organization
- Ability to critically evaluate information gathered from multiple sources, recognize and resolve conflicts, deconstruct high-level information into details, and distinguish user requests from the underlying true needs
- Minimum two years of experience as a Salesforce.com administrator
- Salesforce Admin (ADM201 and ADM211) certified
- Strong data management abilities
- Strong understanding of the platform, with the ability to comprehend custom apps and objects, formula fields, workflows, custom views, and other content
- Strong understanding of Salesforce best practices and functionality
- Experience with nonprofit processes preferred

To be considered, please submit cover letter and resume to Genevieve Evans, HR/Office Manager at [gevans@freshair.org](mailto:gevans@freshair.org) with "Salesforce Administrator" in the subject line.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.*