Information Technology Manager

Job Description

Information technology underpins the efficient operation of the Friends of Sleeping Bear Dunes. Identifying appropriate software for various organizational needs, installation, training, and maintenance are critical components of the job of the IT Manager.

The duties of the IT Manager include:

- Work with the board of directors to determine Information Technology needs for Friends of Sleeping Bear Dunes.
- Determine the appropriate software solutions.
- Develop a plan for implementation of software
    - Work with the board of directors to obtain funding
    - Install software and test
    - Provide training to staff as needed
    - Assure there is adequate technical support
    - Provide a maintenance plan for each software
- Provide the board of directors an annual IT plan
- Conduct training classes and develop "how to" documentation for board members and staff in using applications for which they have need.

Required Experience
- Information Technology skills and experience
- Experience with the following products
    - QuickBooks
    - Sales Force
    - MailChimp
    - Word Press
    - MS Office
    - Google Drive and G-Suite

Required Training

NMC, North Sky Non-profit, and the local Sales Force User Group offer training courses

Time Commitment

Time commitment would vary depending on the project list and deadlines.