

## **Assistant 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 and assistant IT Managers.

The IT Team will consist of an IT Manager and Assistant Managers who will work together to support the IT needs of the organization. The Assistant IT Manager will be assigned to specific IT platforms depending on their interest and background.

- Work with the board of directors to determine Information Technology needs for Friends of Sleeping Bear Dunes each year.
- Determine the appropriate software solutions to meet these needs.
- 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 sufficient back-up for each software platform
  - Assure there is adequate technical support
  - Provide a maintenance plan for each software
- Provide the board of directors an annual IT plan

### **Required Experience**

- Information Technology skills and experience
- Experience with the following products is helpful, but training is available
  - QuickBooks (accounting)
  - Sales Force (member and donor management)
  - MailChimp (e-mail blasts)
  - Word Press (web site)
  - Google Suite (including e-mail, Google drive, Google documents, groups)
  - Social Media (Facebook, Instagram, Flickr, YouTube, etc.)

### **Required Training**

NMC and North Sky Non-profit offer training courses  
Friends of Sleeping Bear Dunes will provide training as needed

### **Time Commitment**

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