

## **Shared Information Technology Systems 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 Shared IT Systems Manager.

The duties of the Shared IT Systems 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
- 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
  - DonorSnap
  - Word Press
  - MS Office
  - Google Drive and G-Suite

### **Required Training**

NMC and DonorSnap offer training courses and training webinars as well as online documentation.

### **Time Commitment**

Time commitment would vary depending on support staff.