

## **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 and/or hardware solutions.
- Develop a plan for implementation of software and/or hardware.
  - Work with the board of directors to obtain funding
  - Install software and/or hardware and test
  - Provide training to staff as needed
  - Assure there is adequate technical support
  - Provide a maintenance plan for software and/or hardware utilized
  - Ensure appropriate Google Suite of programs and document access are available to Staff
- Conduct training classes and develop “how to” documentation for board members and staff in using applications and/or hardware for which they have need.

### **Useful Experience and Training**

- Information Technology skills in general
- Experience with and/or willingness to become proficient with:
  - Word Press
  - MS Office
  - Google Drive and G-Suite
  - DonorSnap
  - QuickBooks
  - Tablets and Credit Card Readers
- NMC and DonorSnap offer training courses and training webinars as well as online documentation.

### **Time Commitment**

Time commitment would vary depending on support staff.