



## DATABASE ADMINISTRATOR (SALESFORCE)

### WHO WE ARE

**Capital Partners for Education** (CPE) is in its 25th year of supporting low-income students. CPE mentors low-income high school and college students in the academic middle from the Washington, D.C. area to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has tripled in size over the last five years and through one-to-one mentoring and guidance from CPE staff, CPE's high school graduates have enrolled in college at a rate of 97% and complete college at twice the rate of their low-income peers.

### POSITION DESCRIPTION

The Database Administrator position is a part of CPE's newly created data and evaluation team. The data and evaluation team, consisting of two positions, oversees CPE's work around data collection and interpretation, organizational learning and evaluation, systems and software management, and research and analysis. The team also creates regular reports designed to share information throughout the CPE community and with other key stakeholders.

The Database Administrator manages the databases used across the organization, such as Salesforce and SharePoint, supports the entire organization by maintaining and improving the end-user interface of databases, suggests enhancements and improvements to systems and processes around data collection and reporting, and develops reports as needed to support the various teams across the organization (program, development, communications, and operations). The position also prepares trainings for CPE staff on system usability, conducts research on systems and tools to support the organization, and supports the Evaluation and Research Manager on data collection, analysis and research. The Database Administrator reports to the Evaluation and Research Manager.

#### **Responsibilities include:**

- Create and manage changes to CPE's systems (Salesforce, SharePoint, and others as determined) to increase benefits and usability. This includes identifying system changes, creating and maintaining fields, reports, dashboards, campaigns and other objects, functions, or other system processes



- Communicate systems changes to users, conduct trainings on systems changes, gather feedback from users
- Maintain systems, security and integrity; maintain user roles and profiles
- Assist with determining if/how systems can be used in new ways and seek ways to further enhance user experience
- Document organization best practices and standard operating procedures
- Monitor and improve data quality
- Provide other support functions as necessary
- Monitor and improve the way the organization uses SharePoint to ensure documents are readily accessible and available
- Issue Salesforce reports for the review of CPE personnel at all levels
- Support the Evaluation and Research Manager on data collection, analysis and research as needed

#### REQUIRED QUALIFICATIONS

- Bachelor's degree
- Proficiency with Salesforce
- Passion for serving CPE's target population and enhancing economic mobility through education, both individually and as part of a high-performing team
- 1 to 2 years' experience directly managing database systems as a Salesforce administrator
- Ability to communicate systems changes to other staff with varying levels of technical expertise
- Proficiency with Microsoft Office suite, SharePoint, and related Microsoft products
- Strong organizational and time management skills with exceptional attention to detail

#### HOW YOU WILL BE COMPENSATED

Your salary will be commensurate with your experience and abilities.

Your **benefits** will be comprehensive and will include:

- Medical, dental, and vision insurance;
- 403(b) retirement plan with employer matching available;
- Life and disability insurance with premiums fully funded by CPE;
- Paid time off, including vacation, official holidays, and office closure at year-end;
- Fully paid membership at local gym;
- Flexible spending account;

#### HOW TO APPLY

Please send your **cover letter** and **resume** to [recruiting@cpfe.org](mailto:recruiting@cpfe.org). In your cover letter, please include salary requirements. Thank you for considering this opportunity with CPE.