



**Position:** Salesforce Administrator  
**Organization:** After School All-Stars  
**Reports to:** Senior Vice President of Development  
**Location:** Remote

### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to middle school aged youth in school sites all across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

### **A UNIQUE OPPORTUNITY:**

After-School All-Stars is seeking a collaborative, customer service-oriented Salesforce Database Administrator to work closely with the Senior Vice President of Development to support our Salesforce CRM system administration and related processes. As a part of the National Development team, the Salesforce Administrator will be responsible for ensuring that ASAS has an efficient and effective CRM strategy and is able to use Salesforce to reach our annual fundraising goal of \$20M+. The successful candidate will thrive in a fast-paced environment and will possess the ability to seamlessly collaborate cross-functionally with the National team and locally with our network of chapters.

### **SPECIFIC RESPONSIBILITIES:**

#### **Salesforce Administration:**

- Lead Salesforce CRM administration, support, and training, reporting and analysis, data management, and ongoing improvements and customization for Salesforce CRM with 50+ users
- Manage Salesforce tech stack and vendor relationships, including Pardot, Mobile Cause, Form Assembly, iATS, iWave, Financial Edge NXT
- Create documentation for end user onboarding and ongoing training, responsible for onboarding all new users and continued trainings as needed
- Monitor and improve data quality, clean and import data as needed to Salesforce and/or Pardot for ASAS national office and chapters
- Provide excellent customer service to end users across all internal national teams and a network of 10 chapters, including report creation, troubleshooting, training, and overall system maintenance to ensure Salesforce is an effective and accurate fundraising and engagement tool for ASAS

#### **Analytics:**

- Work with Senior Vice President of Development to create and manage fundraiser portfolios in Salesforce to track individual and team performance
- Create reports and dashboards critical to understanding organizational performance and to ensuring the fundraising health of ASAS national office and chapters
- Create quarterly fundraising progress reports and related graphs for board meetings
- Work with Director of Digital Marketing to create marketing analytics reports to assess performance and ROI of marketing campaigns as needed

#### **Operations:**

- Collaborate with finance, marketing, and operations teams to support cross-functional initiatives that impact Salesforce and related business processes
- Support gift processing and donor acknowledgement processes in Salesforce, including routine data entry for donations submitted through non-integrated donation platforms (Benevity, Blackbaud/Your Cause, Facebook, etc.)



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### **WHO SHOULD APPLY?**

Salesforce Administrator should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial, and demonstrate a commitment to the mission of helping kids succeed in school and in life. The ideal candidate will have 3-5 years of experience in nonprofit fundraising and operations, demonstrated skill and experience as a Salesforce Administrator, demonstrated skill and experience with Salesforce Lightning and NPSP, and have Salesforce Administrator Certification.

Additional desirable skills and competencies include:

- Project management and experience with technical implementations
- Excellent oral and written communication skills
- Organized and detail-oriented
- Dependable, proactive, and capable of managing multiple deadlines at once
- Capable of working independently as well as collaboratively
- Flexible and able to adapt to changing demands and shifting organizational priorities
- Resourceful, reliable, and self-motivated
- Thrives in an environment that is fast-paced and collaborative
- Able to handle confidential information with discretion

### **SALARY AND BENEFITS:**

The salary range for this position is commensurate with qualifications and experience of the individual candidate. This is a full-time, exempt position. ASAS offers competitive benefits including, but not limited to 18 days of paid time off, 17 paid holidays, flex time, health, dental, vision, and an employer match for our 403(b) plans.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

### **HOW TO APPLY FOR THE SALESFORCE ADMINISTRATOR ROLE:**

Please submit a **resume and cover** letter via e-mail to: [asasjobs@afterschoolallstars.org](mailto:asasjobs@afterschoolallstars.org). Your cover letter should be in PDF format, addressed to the Recruitment Manager, and indicate how your experience is relevant to this role with [After-School All-Stars](http://After-School All-Stars). Please put "Salesforce Administrator" and your last name in the subject heading.

### **LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:**

To learn more about ASAS, please visit our website: [www.afterschoolallstars.org](http://www.afterschoolallstars.org)