



Job Description: *Database/IT Manager*

Responsibilities/Tasks

- Manage the organization's data needs and data systems
 - Ensure the integrity and usability of the organization's database.
 - Create, document, and manage operating systems to gather, enter, and report data.
 - Pull data reports for external funders as well as internal management reports.
 - Train staff on data systems and procedures.
 - Supervise Data Entry Specialist.
 - Work with the Resource Specialists and Regional Directors to ensure data integrity
 - Maintain membership information and billing.
- Information Technology management
 - Develop and implement organizational technology plan and budget.
 - Maintain and troubleshoot organization's technology equipment and systems, including the organization's three Member Technology Centers.
 - Spec, order, and install, needed new equipment.
 - Manage inventory of technology equipment
 - Train staff on basic software programs.

Skills/Knowledge/Qualities

- A demonstrated commitment to community development, economic justice and/or serving underserved individuals.
- Commitment to the BizWorks Vision, Mission, and Values.
- Experience in and commitment to working in a team-oriented environment.
- Self-driven initiative and performance of the highest quality, with keen attention to detail.
- 2+ years working experience within a similar position.
- Ability to prioritize the urgency of competing requests and take charge to meet deadlines.
- Timely follow-through and excellent organizational skills.
- Proficiency with the following programs and languages:
 - Working knowledge of SQL-based databases, along with use of SQL-based syntax
 - Microsoft Word, Excel, and Power Point.

- Excellent communication skills, both verbally and written, including the ability to competently compose correspondence.

Other

- 30 hrs/week
- \$24,000 plus benefits
- Reports to CFO
- Other duties as assigned

Submit letter of application, resume, and three professional references to:
Fred Waldkoetter, CFO, Mountain BizWorks, 29 1/2 Page Ave, Asheville, NC 28801 or
fred@mountainbizworks.org.