

## Job Description

<b>Job Title:</b>	Technology Lead
<b>FLSA Status:</b>	Full-time, Exempt
<b>Department:</b>	Administration
<b>Reports To:</b>	VP, Administration
<b>Location:</b>	Rung St. Louis
<b>Schedule:</b>	Varies, may include occasional evenings and weekends
<b>Salary Range:</b>	\$55,000 – 70,000

### Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

#### *Our Mission:*

Inspiring all women to climb the economic opportunity ladder.

#### *Our Values:*

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

#### *Our staff are:*

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

**Position Summary:** We're looking for someone who is a technology generalist pro, great trainer, and strategic thinker. If you're restless with the status quo, like to explore new frontiers, want variety in your work, enjoy coaching others to be successful, and delight in delivering high-quality products and services, then this is the right position for you. This position is a technology generalist who understands how different systems work and isn't scared to dig in and learn new technology.

**How you'll help Rung achieve our vision:** This position is critical in helping Rung effectively use technology to manage its work and impact on those we serve. Rung has a variety of technology platforms, including a complex Salesforce instance where the organization maintains all member (client), volunteer, and donor data. This position will ensure that our systems are functioning optimally, are integrated, and are positioned to meet current and future needs. If our technology doesn't work, Rung doesn't work.

**What you will do:**

- Provide a seamless experience for all Salesforce users (35 staff, 300+ members, 200+ volunteers)
  - Maintain existing functionality, troubleshooting as needs arise
  - Train/Coach staff on use of the instance in order to effectively support Rung's members, volunteers, donors, and other stakeholders
  - Enable out of the box point-and-click configurations
  - Handle all basic administration functions, including reports, dashboards, user account maintenance, etc.
  - Supervise outsourced vendor to manage upgrades and new technology implementation/integration
- Ensure Rung's technology meets current and future needs
  - Demonstrate thought leadership and subject matter expertise
  - Work closely with organization leadership to understand organizational strategy to plan for and lead future technology needs
  - Recommend and plan information technology to support and meet organizational objectives based on thorough research and evaluation
  - Assess and oversee implementation of any new technology

**What you need to bring us:**

- Passion for Rung's vision and mission
- Minimum of 3-5 years of Salesforce platform experience
- Salesforce Administrative certification
- Awareness of changes and happenings in the general Salesforce space
- Knowledge of Salesforce product suite including AppExchange products, Service Cloud, Sales Cloud and communities
- Familiarity with AppExchange integrations like FormAssembly, Calendly, Mogli (SMS tool), MailChimp, WealthEngine, and Classy
- Proficiency with Microsoft office products
- Passion for training/coaching others
- Strategic thinking skills

- Non-profit experience, and/or passion for working in the non-profit space

### **Why Rung for Women?**

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

### **Application Process**

Interested candidates should submit a resume, cover letter, and any other relevant materials, to [careers@rungforwomen.org](mailto:careers@rungforwomen.org) no later than 5:00 pm, on October 28, 2022. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/bo/6KH/TechLead>