



JOB TITLE: Junior Data Systems Administrator

DEPARTMENT: Donor Operations

REPORTS TO: DRM Platform Manager

CLASSIFICATION: Full-time, Non-exempt

ORGANIZATIONAL OVERVIEW:

The Jewish Federation of Greater Atlanta (Federation) is a philanthropic and community champion, connecting metro Atlanta area Jews – of all ages, backgrounds, and perspectives – to our community’s power to improve the world. We partner with donors, organizations, and foundations to address the pressing issues facing our community, and to develop innovative strategies that result in deep and lasting impact locally, in Israel, and around the world. We envision a thriving and connected 21st century Jewish Atlanta where every Jew and their loved ones can access warm Jewish community, timeless Jewish wisdom, global Jewish peoplehood and Jewish ways to do good in the world.

Federation is continuing to build a team of highly motivated and qualified individuals with a variety of skill sets to create a new model of 21st century community engagement. We are seeking someone who is driven and passionate, and who demonstrates Federation’s commitment to our core values of excellence, fearlessness, empathy, collaboration, and a positive can-do attitude.

PRINCIPAL FUNCTIONS:

The Junior Data Systems Administrator will support the Donor Relationship Management (DRM) Platform Manager by assisting with the day-to-day operations of the organization’s DRM systems. This role will focus on system administration, user support, and data governance tasks, primarily within Salesforce and related platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the daily administration and maintenance of Salesforce and other CRM platforms.
- Support user account management, permissions, and data integrity tasks.
- Help gather and document business requirements for system enhancements.
- Provide first-level support for internal users and escalate issues as needed.
- Participate in data quality audits and help implement data governance best practices.
- Assist in preparing reports, dashboards, and data visualizations using Salesforce and other tools.
- Support user training efforts and help maintain training documentation.
- Collaborate with the development team to test and validate system changes.



- Attend and help facilitate Data Governance Council meetings and communications.

ORGANIZATIONAL SUPPORT

- Demonstrate a proactive and collaborative approach to team projects and responsibilities
- Communicate clearly and professionally in both written and verbal formats
- Manage multiple priorities effectively in a fast-paced environment
- Support a culture of continuous improvement and learning
- Adapt quickly to new tools, systems, and processes
- Uphold confidentiality and data integrity standards
- Contribute to a respectful, inclusive, and mission-driven workplace

The above job duties and responsibilities describe the general nature and level of work for an employee in this position, but it is not intended as an exclusive list of all duties required of this position.

QUALIFICATIONS: The ideal candidate will have 1–3 years of experience in a technical support, data administration, or CRM-related role, along with a demonstrated interest in data systems and user support. Certification in Salesforce Administration or an equivalent CRM platform is required. A bachelor's degree in information systems, computer science, business, or a related field is preferred. Candidates should possess strong analytical skills, attention to detail, and the ability to communicate effectively with both technical and non-technical stakeholders. Familiarity with data governance practices, reporting tools, and Agile methodologies is a plus.

PHYSICAL REQUIREMENTS: Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

COMPENSATION: The salary range for this position is \$50,000 - \$65,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

Jewish Federation of Greater Atlanta is an equal opportunity employer.