

The **Greater Milwaukee Foundation** (GMF) is how Milwaukee works together. For over a century, we have helped generous people give back to the community. Together with donors and partners throughout the region, the Foundation invests in the potential of people and places, supports community-grown solutions and strives to end the systemic racism that holds our region back. Through the power of transformative philanthropy and social change, we are focused on shaping a future where everyone thrives – *a Milwaukee for all*.

You can make a difference, as we are seeking a Business Systems Administrator! The Business Systems Administrator is responsible for the overall data management strategy of the foundation, establishing and maintaining data security and integrity controls, formulating and monitoring policies, procedures and standards relating to the Foundation's core business function. The incumbent will propose and implement enhancements that will improve the overall usage of data performance and reliability.

Key Responsibilities:

- Serves as systems administrator and primary subject matter expert (SME) for the Foundation Suite of databases, GLM, SLM and Community Suite. This includes acting as primary contract with vendor, staying up to date on system offering and providing training and support to users.
- Translates business needs and scope into technical requirements to envision, design, build, and regularly produce reports and analytics to meet reporting needs, which includes Board and Board Committee reports, campaign reports, progress to key initiatives and goals, reports for publications, and other regularly run financial and client reports; partners with Finance and outside consultant for other reporting needs.
- Ensures data integrity within the system; create solutions and data environments that protect, preserve, and promote data quality. Maintain data integrity, manage the cleanup of inconsistent data, and tune-up of database performance
- Determine, enforce and document database policies, procedures and standards. Create and maintain the enterprise data knowledge base, ensuring appropriate ownership and stewardship.
- Monitor user access and performance of the database system, provide incident support and analysis services, provide log and error reporting information to vendor as necessary to resolve user issue.

Supervision

- Supervises assigned department personnel. Includes the following responsibilities, but are not limited to hiring, training, scheduling, evaluating and ensuring accuracy, timeliness and the completion of all work performed by direct reports.
- Educates direct reports on all department and agency policies and procedures.
- Meets with assigned staff at least monthly to identify and resolve problems, manage projects, track goals and review work processes and procedures.
- Represents team and/or department at meetings, events and training as required.
- Serves on the Foundation's Management Team.

Qualifications:

- Bachelor's degree or equivalent work experience in related field required, such as business administration, marketing, communications or public relations.
- Five (5) or more years of experience in a high-level administrative position with database management and analysis, report generation, oversight of operational workflow and customer service required; development or donor relations administrative leadership position is preferred.
- Three to five (3-5) years of experience with managing, and operating systems/applications in an enterprise cloud computing environment.
- Leadership experience involving delegation and providing feedback required; supervisory experience preferred.
- Project management, planning, prioritization, and implementation skills a plus.

We recognize that at this moment, during the COVID-19 pandemic, it is a uniquely difficult time and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position. Some staff may be eligible to work a hybrid work schedule (i.e. work part of their regular schedule remotely). However, all staff are asked to work the majority of their time from the GMF office.

Compensation: \$80,000 Annually

Benefits: We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

Application Instructions: Please include resume, cover letter and salary requirements when [applying](#).

The Greater Milwaukee Foundation is an equal opportunity employer and encourages people of diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.