



## Christian Veterinary Mission Job Posting – IT Manager

Christian Veterinary Mission is a Christ-centered organization, whose purpose is to walk alongside Christians in the veterinary community with the desire to bring glory to God through the use of their professional skills, whether serving in their own community or cross-culturally.

Animals are a bridge to relationships. Whether at a clinic in urban America, a veterinary school in Bolivia, the countryside of Mongolia or serving the Cherokee Nation, relationships are formed over the care of an animal. Trust is built, hearts are opened, and a seed is planted. Find out more about us at <https://cvm.org>.

Reporting to the CEO, the CVM Information Technology Manager is responsible for general IT management for the organization with oversight of critical database platforms. The IT Manager also works with a team to support webpage development, provide general technical support and maintain IT security policies. The person selected for this position may work in the CVM business office in Lynnwood, Washington or may work remotely.

The salary range for this position starts at \$60,000/year.

Christian Veterinary Mission offers full benefits including Medical, Dental, Vision, Paid Holidays, Paid Time Off and participation in a 403b retirement plan. Our organization is a great place to work because we treat our staff as we would want to be treated.

### **What we want you to do in this position:**

#### **General IT Management:**

- Plan, direct, and manage the CVM IT activities and integrations.
- Maintain CVM data and reporting programs, such as Site Stacker (Customer Resource Management, CRM, Sendgrid and web page), Mailchimp, Sage Intacct, PayNW and Cvent, Shopify, google analytics.
- Develop IT policies and procedures and deliver IT training to CVM staff.
- Manage the IT systems budget (forecasting, reconcile and manage revenue and expenses).
- Plan, conduct, and manage CVM IT and database projects.
- Schedule and oversee IT maintenance with outside vendors.
- Manage activities related to planning, researching and evaluating new technology integration, subsystem development, methodologies, data administration, capacity planning, training and technical support.

#### **Database Management:**



- Collaborate with CVM colleagues to develop Site Stacker structures and features to meet CVM organizational needs.
- Lead a database development cross-departmental team focused on full implementation and utilization of Site Stacker.
- Develop processes and procedures to ensure database integrity.
- Oversee database maintenance and updates.
- Review business requests for data and data usage, and responsible for office automation and data reporting.
- Liaison between software vendors and CVM for ongoing support issues.
- Responsible for initial access and training for new CVM staff.
- Manage the integration of data systems, data uploading and exporting data for organizational usage.
- Develop quality processes for acquisition of data sources and processes for new and better data quality.

#### **Web Page Maintenance:**

- Coordinate with CVM staff the website used for fundraising, CRM engagement, event management, mobilization of volunteers and dashboard reporting.
- Ensures the website is properly integrated with related computer systems and back-end processes.
- Lead the efforts to specify, improve and implement the function of online services.

#### **IT System Security:**

- Develop and maintain logical security policies for confidentiality and availability of the organizational data.
- Train staff in security awareness and policies.

#### **Teamwork, Communication, Ethics and Organizational Commitment:**

Promote, encourage and participate in a work environment that fosters staff engagement, teamwork, cooperation and collaboration.

Application of the following attributes: communication, teamwork, customer service, adaptability/flexibility, problem solving, work ethic, time management, leadership.

Maintain respect for coworkers and build meaningful interactions and relationships

Uphold a work ethic philosophy which believes that one's work and diligence possesses a moral benefit and an inherent ability, virtue or value to strengthen one's character and individual abilities.



Commit to the vision, mission, values and doctrine of the CVM organization, which may include participation in ministry activities.

What we want you to bring:

Education: Bachelor's degree in IT or related field -or-equivalent combination of education and work experience.

Experience:

1-3 years' experience in organizational IT management.

1- years' experience in database management

Other Technical Skills: Proficient in Microsoft Office, including Outlook, Word, Excel, and PowerPoint. Experience with donor relations/customer relationship management software, accounting software, payroll software. Experience with Site Stacker, Sage Intacct, Payroll NW preferred.

Other Skills and Abilities:

- Knowledge of best practices in database management and development.
- Ability to prioritize, multitask and accomplish work in a remote environment.
- Strong written and verbal communication skills – ability to create professional emails.
- Must be able to work collaboratively in a team environment – colleagues, donors and third-party vendors.
- Organized with high attention to detail, organizational skills and creative problem-solving
- Customer service oriented

To express interest in applying, please send a resume and cover letter to [lmyers@cvm.org](mailto:lmyers@cvm.org)