



Position: Salesforce & Technology Administrator
Reports to: Director of Client Operations
Status: Full time, non-exempt
Location: United States work-from-anywhere

About Mission Driven Finance

Learn more about us, our “why,” and our opportunities on our [jobs page](#).

Who we are looking for

We are looking for a Salesforce & Technology Administrator who will ensure our technology systems are set up for success. You will be responsible for managing vendor relationships and how our internal systems talk to each other and designing ways to improve our software solutions and business intelligence.

You are a technical specialist with a passion for using the latest software to enhance business operations. You are as comfortable identifying and implementing new software and technology systems as you are training team members on their highest and best use. You have repeatedly been referred to as a wizard, and love presenting system solutions that make teams say, “Aha!”

Primary responsibilities

You will work primarily with the director of client operations (your supervisor), but have significant connectivity to the rest of the company to equip them with the technology they need to work effectively. You will support the company’s efforts to collect, manage, and share data with both internal and external audiences by optimizing and integrating all of our systems.

- Research, propose, and implement systems and process improvements for data gathering, processing, and decision support; collaborate with other team members on data management and reporting initiatives
- Manage all of Mission Driven Finance’s existing platforms and software
- Maintain inventory of all Mission Driven Finance hardware and software account access
- Create schedules to determine when to update company computer systems and cybersecurity measures including implementation of compliance protocols
- Support the implementation and integration of Salesforce
- Manage software and technology vendors
- Provide general technology support to team members and draft information documents when necessary to troubleshoot standard computer problems or navigate new programs



Desired values, qualifications & skills

An ideal candidate will value:

- Our mission to build a better financial system
- Developing solutions from a team perspective
- Ability to execute semi-independently
- Commitment to quality balanced with efficiency
- Sense of humor, flexibility, and resilience

And have a background and skills that include:

- 3+ years of experience working with business software solutions, including CRM systems
- Expertise in and adaptability to various technology tools, spreadsheets, MS Office, Google Workspace, project management systems (Asana), communication systems (Slack), and knowledge of CRM systems (Salesforce)
- Strong attention to detail with an eye to continuous process improvement
- Excellent verbal and written communication
- Adaptability and responsiveness in an evolving startup environment with competing priorities and deadlines

Preference for candidates that also have one or more of:

- Familiarity with Microsoft Azure & Power BI
- Comfort with programming languages, SQL, and APIs
- Experience providing technology training
- Experience working in the investment or impact investment industry
- Fluency in another language beyond English
- Lived experience in our intended investment communities, such as BIPOC, New American, veteran, and other overlooked and underestimated communities

Compensation

This is a full-time role with an annual salary range of \$60,000–\$90,000. This position includes company standard benefits:

- Generous paid time off plan along with 10 paid holidays
- Remote and flexible work schedule and environment
- 401k retirement plan with 4% employer match
- Stipend for work from home expenses
- Access to health/dental/vision plan
- Participation in company incentive program(s)
- \$500 annual professional development stipend



COVID-19 and Mission Driven Finance

As Mission Driven Finance has grown through the pandemic, we've embraced distributed work life with team members working across the United States where it suits them best and coming together in real life when we can do so safely. Public health permitting, we aim to gather the team in person on a roughly quarterly basis. To support team safety, Mission Driven Finance has instituted a mandatory COVID-19 vaccine disclosure policy and is in the process of rolling out a vaccine mandate.

Equal opportunity employer

Mission Driven Finance is an equal opportunity employer. We encourage all qualified candidates, regardless of race, ethnicity, religion, national origin, age, sex, disability, veteran status, or gender identity to apply for this position. We welcome smart people with non-linear/non-traditional experience and educational backgrounds to join our team. Should a candidate be offered the position, they will need to show documentation of the ability to work in the U.S. including completing an I-9. We are unable to offer work visas at this time.

To apply

If you think you can help us build a better world, we encourage you to apply with this form [here](#). Candidates only and no phone inquiries, please.