**JOB TITLE:** Information Technology Software Coordinator  
  
**COMPANY NAME:** Gettysburg Foundation  
  
**COMPANY LOCATION:** 1195 Baltimore Pike, Gettysburg PA 17325  
  
**JOB STATUS:** Full-Time  
  
**JOB DESCRIPTION:** THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:  
• Work closely with designated reservations, ticketing, events, retail, membership, development, marketing, finance, and education staff to develop, implement, and maintain data protocols for proper data architecture, management, and integrity.  
• Work closely with IT Director to coordinate activities and with outsourced firms for IT support and Website support  
• Communicate with database users throughout the organization on a regular basis to ensure organizational needs with regards to data are being met.  
• Serve as point person in migration of data from Blackbaud and other systems to Tessitura.  
• Schedule and attend all meetings with the Tessitura Implementation team involving various departments as needed   
• Troubleshoot and coordinate with Finance and others credit card processing if disruptions occur.  
• Develop and create queries to generate lists and reports as requested.  
• Suggest reporting techniques that may be of help to the users and organization.  
• Develop and update documentation and processes related to data entry and database use.  
• Provide training, training tools and resources, and feedback to new and existing staff with regards to proper data entry and new processes.   
• Stay up to date with Tessitura user community and keep informed of new and improved functionalities as they are released. Implement new functionalities as necessary.   
• Stay abreast of current and evolving best practices for database use.   
• Troubleshoot data flow from database to accounting system as needed.  
  
**JOB QUALIFICATIONS:**  
• Bachelor Degree or equivalent experience in computer science, IT, statistics or related field. Ability to use and manage applicable software.   
• Knowledge of and ability to use Office 365 and other 3rd party software & desktop software.   
• Business knowledge and ability to determine technical needs and good communication skills are required.   
• Must be customer service and team oriented.   
• Ability to learn quickly and adapt to changing needs and technology is essential.   
• Minimum of two years’ experience working with software, preferably in a similar industry.  
• Experience with Structured Query Language (SQL) is helpful   
• Experience with ticketing systems preferred  
• Experience with Tessitura strongly preferred  
  
**WAGE:** Competitive

**WORK SCHEDULE:** Daytime  
  
**APPLY AT:** [sgrim@gettysburgfoundation.org](mailto:sgrim@gettysburgfoundation.org)