**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