

THE DAYTON FOUNDATION
~ JOB POSTING ANNOUNCEMENT~
\$1,000 Sign On Bonus
Information Technology Specialist
Hiring Salary Range: \$60,500-\$67,500

Position Purpose: Provide primary technical support and guidance to internal users; will support computing environment including hardware, software, email, and print. Deliver training and support for all IT applications. Expert help desk and resource responsibilities.

Key Responsibilities

- Participate in the testing and implementation of enhancements and new systems.
- Support all virtual meeting tools and provide expert level training.
- Stay abreast of the latest developments in information technology and skills development.
- Provide excellent customer service to internal staff, donors, vendors and other pertinent parties, including help desk assistance.
- Identify IT training needs and develop and conduct training sessions.
- Assist with monitoring and maintaining necessary operating system/application backups of computer system.
- General knowledge of cyber security prevention techniques and compliance.
- Assist Director of Information Systems with special projects as assigned.

Education and Work Experience

Associate or Bachelor's degree in computer science, management information systems or related field and minimum of one (1) to three (3) years of job-related experience. Experience working in a customer serving position. Nonprofit organization or community foundation background preferred; **OR** any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Knowledge and Skills

- Experience with O365, Exchange, and/or SalesForce; ability to learn legacy general ledger/grantmaking system
- Help Desk support
- Ability to think and act independently and proactively.
- Strong time management, attention to detail and prioritization skills.
- Ability to communicate technical concepts to both technical and non-technical audiences
- Ability to work independently with minimal supervision.
- Excellent problem-solving and critical thinking skills.
- Ability to maintain a high level of confidentiality.

Send resume and cover letter via fax or email to:

LaTonia McCane, Director, Human Resources

The Dayton Foundation

lmccane@daytonfoundation.org

FAX: 937-222-0636

The Dayton Foundation is an Equal Opportunity Employer