



CRM Database Associate

DESCRIPTION

Community Health Charities (CHC), a team oriented, mission driven organization seeks a dynamic self-starter to fill the role of **CRM Database Associate**. The **CRM Database Associate** will serve a critical role to the success of the organization by maintaining a sophisticated and efficient customer reporting management system.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- System monitoring after upgrades
- Weekly review and resolutions of duplicate detection
- Troubleshoot Outlook plugin Issues
- Provide Tier 2 Support
- Finance
 - System clean up – deleting custom import files
 - Monitor CPE/Allocation payout performance
 - Audit finance records for potential issues
 - Manage Cloud-based systems access
 - Manage Finance Team’s customization requests
 - Manage and create “Advanced Finds” for staff
 - Pledge adjustment for charity closures
 - Research charity pledge/distribution issues

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM WORK

- Self-starter
- Exceptional interpersonal, and listening, skills required
- Microsoft Office, Windows 8/10 and Dynamic CRM 2016 proficiency
- Ability to thrive in self-motivated environment with little supervision

EDUCATION REQUIRED

- Bachelor’s degree

TO APPLY:

Submit cover letter and resume to careers@healthcharities.org. Subject line should read “CRM Database Associate”.

It is the policy of Community Health Charities to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender

expression), sexual orientation, disability, age, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions. CHC is a forward thinking organization and promotes from within.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.