Join our Growing Team!

**Summary:**

Brooklyn Community Pride Center is seeking a Salesforce consultant to join our energetic team. The Salesforce consultant will report to the development and engagement manager and collaborate with other Center staff as appropriate.

The Brooklyn Center is the only LGBTQ+ community center in Brooklyn and is fast becoming the borough’s premier network of programs and services for the LGBTQ+ community and our allies. Across the spectrum from young people to elders, the Brooklyn Center enables our community to actively participate in positive, life-affirming activities. We offer a distinctive choice for residents of New York City’s largest borough to celebrate, heal, learn, create, organize, relax, socialize, and play.

The organization is rapidly growing and will expand from 3,100 square feet of space at Restoration Plaza (Bedford-Stuyvesant) to an additional 4,232 square feet at the Bedford-Union Armory (Crown Heights) in 2020/2021 with continued expansion through 2025.

The Salesforce consultant will oversee the Center’s data migration from our current CMS to Salesforce, will work with our technology team to ensure seamless integration with data collection and data management systems, and will provide training and support to Center staff to ensure a successful transition. This will be a remote position with little to no in-office time expected. This position will be classified as an independent contractor and is expected to last 3-6 months, with possible extensions of the contract for ongoing support.

**Scope of Work**

- Migrate Brooklyn Community Pride Center donor records from existing sources into Salesforce.
- Working with the programs department, migrate client records into Salesforce and design a data input system for future records that meets the needs of the programs team.
- Set-up and verify that third party integrations (MailChimp, PayPal, Envoy, etc.) are installed and working as expected.
- Provide or recommend Salesforce use training to Center staff in data input, generating reports, and database maintenance.
- Recommend third party apps or services for increased efficiency in client service and donor engagement.
- Develop and share best practices for staff use and maintenance of Salesforce data.

**Primary Qualifications**

- Minimum of 1-year experience setting up Salesforce and migrating data.
- Experience in customizing Salesforce for multiple nonprofit organizations or businesses.
- Experience with maintaining confidentiality and awareness of the unique experiences and needs of the LGBTQ+ community.
- Ability to work collaboratively, but also able to self-manage and meet scheduled deadlines while working independently.
Compensation: Will be determined by the final scope of work, timeline, and experience as negotiated.

Applications: E-mail cover letter, resume, and a preliminary timeline and budget proposal to the attention of Jere Keys at jkeys@lgbtbrooklyn.org by May 8, 2020 at 5pm.

Use the subject line “[Your name]: Brooklyn Community Pride Center Salesforce Consultant” in your email.

Timeline and budget proposal should take into account the scope of work outlined above. It should include, at minimum, proposed benchmark dates for achieving key project goals, your compensation for the project, and any additional expenses you anticipate will be required (e.g. purchasing additional software/apps).

Videoconference interviews with qualified applicants will begin ASAP and continue until a contract is signed.

Location: Remote and Brooklyn, NY

Women, people of color, and transgender people are encouraged to apply. Brooklyn Community Pride Center is an affirmative action employer.