IT Project Manager Founded in 1995, Marathon Kids is a 501(c)(3) nonprofit based in Austin, Texas. We are on a mission to get kids moving. Marathon Kids provides young people with the motivation, tools, and support to live healthier and happier lives. We help kids unlock their potential and adults discover their inner coach by joining, starting, or supporting a Marathon Kids running club in their home, school, out-of-school time organization, or camp. Our purpose is to promote and encourage younger generations to embrace physical activity as a part of their everyday lives. Marathon Kids utilizes multi-sector collaboration, while supporting incremental changes that lead to long-term healthy behavior adoption. Marathon Kids has touched the lives of millions of kids over the years. We have continued to grow the program, one of the only evidence-based running/walking programs for children in the country with newly developed programming in 2015 and with run clubs across the country.

Marathon Kids is governed by a passionate and diversified volunteer Board of Directors dedicated to expanding and strengthening the represented expertise. The board is supported by an impressive Advisory Council representing science, research, finance, strategy, and marketing, and technology. Under the new leadership of CEO Cami Hawkins, Marathon Kids is committed to continuing to build depth in systems, processes and infrastructure to create a state of the art operating platform.

POSITION DESCRIPTION

Reporting into the Chief Operating Officer, the IT Project Manager will lead the organizations' tech initiatives and is responsible for the overall planning and execution of IT functions. As the technical lead, you'll have end-to-end ownership of Marathon Kids' technological operations, including information architecture, systems implementation and lifecycle maintenance. You are a driven, forward thinking leader with experience building and maintaining project plans with a tight set of requirements and a lean budget, working effectively with internal constituents and external vendors.

DUTIES & RESPONSIBILITIES
- Provide short- and long-range strategic insight in planning, implementing and maintaining technology and data systems that support the organization's goals.
- Establish and operationalize technology policies, procedures and processes; ensure appropriate level of documentation.
- Works closely with the Leadership Team to define process, drive improvements, and maximize productivity through the effective use and deployment of technology.
- Partner with staff and department heads to provide technology consultation and advice on technology-related organizational initiatives. Implement emerging technologies as appropriate for business needs.
- Manage external partnerships with technology service vendors and software licenses, including contractual negotiations, equipment maintenance, internet hosting and service.
- Responsible for the configuration, support and maintenance of our Salesforce instance; conduct user training on an as-needed basis

● Support office admin staff in the management of the organization's back office infrastructure (i.e. internet services, G-Suite administration, hardware procurement, etc) to ensure the integrity of the operational environment.

MINIMUM REQUIREMENTS:
● SFDC Administrator Certification
● SFDC Nonprofit Cloud Consultant Certification (or to be achieved within 6 months of start)
● Experience with SFMC & SF NPSP
● Wordpress development/maintenance experience strongly preferred
● Demonstrated track record of successfully managing software projects and leading IT initiatives (mobile application experience preferred)
● Ecomm or inventory software management experience a plus

VALUES & CHARACTERISTICS:
● Embodies Marathon Kids core values: community, dedication, empowering, agile and inclusive
● Adaptable and comfortable in working in a fast-paced and outcome-driven environment
● Entrepreneurial-minded, creative and resilient
● Flexible and solutions-oriented; a self-starter that can take a project from start to finish
● An optimist with a natural drive for discovery
● A team player who enjoys helping colleagues find the best solution