



**Pension Fund**  
of the Christian Church  
*strong. smart. secure.*

**PENSION FUND OF THE CHRISTIAN CHURCH**  
**JOB OPPORTUNITY: Salesforce Administrator**

*Join our Leadership Team to Ensure the Growth of \$3.25 Billion in Assets  
and Serve our 14,000+ Members who Serve Others*

Pension Fund of the Christian Church seeks an entrepreneurial and mission-minded Salesforce Administrator to lead the ongoing development of Pension Fund's Salesforce deployment.

Pension Fund is looking for a talented Salesforce Administrator who has the experience necessary to serve as the primary system administrator for the Salesforce environment including handling all administrative functions and deploying new business processes while improving existing processes.

The successful candidate will have a record of success in improving processes and adoption using the Salesforce platform. As mentioned, the Salesforce Administrator will work closely with business leaders, subject matter experts, and implementation partners to identify develop and deploy new business processes while also striving to continually improve existing processes, including: Fundraising, Marketing, Member Services and Enrollment, Online Transaction Processing and Sales Automation. This role is part technical project manager, part administrator and part Salesforce analyst. The Salesforce Administrator will be responsible for executing day-to-day configuration, support, maintenance and improvement of our CRM platform and working with the Non-Profit Success Pack, Sales, Service, Marketing and Community Clouds using enterprise licensing which includes Premier Support. Generally, the Salesforce Administrator would be based in the Indianapolis office however, Pension Fund is open to discussing a deployed location.

**Essential Duties & Responsibilities:**

- Serve as primary system administrator for the Salesforce environment with 55 internal and approximately 6000 external users;
- Handle all basic administrative functions including user account maintenance, reports/dashboards, workflows and other routine tasks;
- Complete regular internal system audits and prepare for upgrades;
- Assist with the management of Salesforce.com data feeds and other integrations;
- Coordinate the evaluation, scope and completion of new development requests;
- Work with the IT management team to establish processes to support administrative and development operations along with change management activities;
- Assist in training of new users, and grow the Salesforce skill set across the organization;
- Effectively act as the liaison between business users, vendors and application development teams;
- Work independently with members of the user community to define and document development requirements.

Pension Fund members are pastors, missionaries, and lay employees of congregations, institutions of higher education, benevolent care facilities and other ministry related partners of the Stone-Campbell movement. The movement includes, but is not limited to, the Christian Church (Disciples of Christ), Christian Churches and Church of Christ, Church of Christ/Disciples of Christ International, and Church of Christ (acapella), as well as Puerto Rico and Canada.

Pension Fund currently serves over 12,800 members and has assets in excess of \$3.25 billion. Our products include a defined benefit pension with death and disability benefits; a 403(b) tax-deferred account (TD); Roth IRA; Traditional IRA; and, a Benefit Accumulation Account (BA), which functions much like a money market account. We are one of over a hundred IRS approved non-bank trustees in the U.S.

Our mission is For the Support of Ministry and our Vision is Stone-Campbell pastors and lay employees will enjoy a Strong...Smart...and Secure retirement. Our work is guided by our Core Values of Integrity, Security and Compassion. In service to our members, Pension Fund partners with employers to offer financially secure retirement savings options and education for pastors and lay employees of the Stone-Campbell movement including financial support of surviving family members and provisions for those who become disabled; Invests and manages prudently the resources of our members - maximizing returns, minimizing costs and assuming the burden of market risk; Engages members with compassionate care and personalized attention; Stewards the assets and programs of Ministerial Relief and Assistance; and Utilizes current and compliant processes.

### **Skills Required**

- Positive attitude and a demonstrated ability to meet deadlines, handle and prioritize simultaneous requests;
- Creative and analytical thinker with strong problem-solving skills;
- Must demonstrate exceptional verbal/written communication skills at all levels of the organization;
- Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from underlying true needs;
- Ability to assess the impact of new requirements on Salesforce and all related applications, systems and processes.

### **Experience Required**

- Minimum two years of experience as a Salesforce administrator;
- Salesforce Admin (ADM201 and ADM211) certified;
- Salesforce Platform Developer I certified;
- Sales Cloud, Service Cloud, Community Cloud or Marketing Cloud certifications preferred;
- Proven ability to design and implement new processes and facilitate user adoption;
- Strong understanding of the platform, with the ability to build custom apps and objects, formula fields, workflows, custom views, and other content of intermediate complexity;
- Strong understanding of Salesforce best practices and functionality;
- Strong data management abilities;
- A documented history of successfully driving projects to completion;
- A demonstrated ability to understand and articulate complex requirements;
- Experience with Financial Services processes preferred;
- Familiarity with both the Agile and Waterfall project management methodologies;
- Intermediate SQL skills (needed for some of the integration queries, etc.);
- Experience with JitterBit or similar Salesforce integration tools preferred.

### **Salary & Benefits:**

- 14% of salary contributed to the Pension Plan;
- Full family coverage for health, vision, and dental;
- Two times annual salary up to \$500,000 in our group term life policy;
- Full vacation benefits;
- A matching Tax-Deferred Retirement Account;
- Educational assistance up to the maximum allowed by the IRS as nontaxable income; and,
- A family-oriented office environment with flexible work schedules.

Interested and qualified candidates should submit a resume and cover letter to Nicole Porter, Director of Human Resources, [nporter@pensionfund.org](mailto:nporter@pensionfund.org). Candidates will be reviewed on a rolling basis and applications will remain open until the position is filled.

*Pension Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, handicap, age, sexual orientation, status as a parent, or any other characteristic protected by law.*