

Position Description

September 2025



Job Title: IT Systems and Business Applications Administrator

Reports to: Systems Architect

Greater Houston Community Foundation is seeking a detail-oriented and highly skilled Systems Administrator who brings experience, initiative, and a passion for technology to our organization. At the Community Foundation, the Systems Administrator plays a critical role in managing and maintaining the organization's IT infrastructure and Business Applications. This exempt position is responsible for ensuring the reliability and security of systems, leading projects that improve service performance, redesigning workflows for efficiency, and developing automation to streamline operations. The ideal candidate thrives on solving complex technology challenges and works collaboratively across departments to implement innovative IT solutions that support the Community Foundation's mission.

This role requires a strong commitment to collaboration, excellent organizational skills, and the ability to work effectively with staff across all departments, as well as with donors, clients, vendors, and external partners while upholding the highest standards of confidentiality. The ideal candidate will possess strong interpersonal skills, a proactive approach to problem-solving, and a background in nonprofit environments. Experience in managing complex systems, developing automation, and generating technical and operational reports is highly valued.

Salary Range (Exempt): \$95,000-\$100,000

In addition to salary, the candidate will participate in robust employee benefits plans, including health and dental insurance coverage, generous PTO, and 401(k) with matching component.

Interested parties should submit their cover letter and resume via our [online application form](#). We will contact those candidates who most closely match our requirements.

Key Responsibilities

- Administer and maintain the organization's SaaS platforms, cloud infrastructure, and related IT systems, ensuring reliability, security, and scalability.
- Monitor and evaluate systems and workflows, identifying and implementing process improvements to enhance efficiency and reduce manual effort.
- Contribute to strategic planning by advising on system features, functionality, process design, and technology roadmaps.
- Collaborate with cross-functional teams to design, integrate, and optimize cloud-based business solutions aligned with organizational goals.
- Lead and support projects to improve system performance, cybersecurity posture, and service reliability.
- Manage vendor relationships, including the Managed Service Provider (MSP), by overseeing project execution, handling escalations, and ensuring quality service delivery.
- Oversee backup operations, disaster recovery planning, and data protection measures.
- Support cybersecurity initiatives by developing training, identifying relevant security tools, and coordinating with vendors.
- Document systems, processes, and configurations for internal knowledge sharing and continuity.
- Work with the Managed Service Provider (MSP) on project execution for technical initiatives.

- Perform other related duties as assigned.

Qualifications and Experience

- Bachelor's degree in information systems or a related technical field.
- 3–5+ years of hands-on experience administering SaaS and IaaS solutions (e.g., Salesforce, Microsoft 365, Microsoft Azure, AWS, SharePoint, Box, Formstack).
- Experience with IAM solutions (Microsoft Entra ID, Okta, SailPoint).
- Proficiency with analytics and automation platforms (Power Automate, Power BI, Tableau, Crystal Reports).
- Proven ability to work independently in a fast-paced, customer-centric environment.
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and communicate progress effectively.
- Excellent interpersonal, written, and verbal communication skills for engaging with stakeholders at all levels.
- Ability to manage confidential information with professionalism and discretion.
- A collaborative, solutions-oriented approach to problem-solving.

Physical Requirements

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch, or reach frequently
- Ability to remain in a stationary position 65% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 35% of the time

Remote Work Policy

For the foreseeable future, Greater Houston Community Foundation is committed to providing a hybrid-work arrangement for employees to work remotely on a regular basis. In addition, Greater Houston Community Foundation requires new hires to report to the office for at least the first two weeks of employment.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Greater Houston Community Foundation is an Equal Opportunity Employer and does not discriminate against a job applicant or an employee because of a person's race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. Greater Houston Community Foundation does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.