THOMA
FOUNDATION

Administrator, Documents & Data
Dallas, TX

The Thoma Foundation is seeking a full-time Administrator who will focus on the Foundation's data (files, images, documents) and systems to support and organize the data. This role is based out of our headquarters in Dallas, Texas. The position is a combination of information systems and administration in terms of sorting, labeling, filing/archiving large amounts of files such as photos, contacts and documents, and systems administration which includes researching software and systems to improve organization, access to files, and overall efficiency. This role will collaborate with every department at the Foundation and Family office team. Responsibilities include sorting and filing large amounts of files; researching, identifying and implementing a new system for tracking Foundation activities and contacts; developing a system for organizing current documents, files, and data.

Candidates with an information systems background could be a successful fit for this role to aid in the need for analyzing our current software systems and researching new systems, however, this role does not involve any networking or security analysis. It is largely an administrative role that sorts, organizes and files data of varying types (documents, images, contacts, applications) and will help research and implement systems and policies to organize the data. Of crucial importance, we are seeking candidates with strong data visualization skills, highly organized and can think quantitatively, while also enjoying and exceling at collaborative work as this position will interface with all departments.

The Information and Systems Administrator writes and communicates in a professional/business style, as a key responsibility is reporting the status of data projects, as well as documenting new policies to all teams.

The Thoma Foundation is a small founder-lead entrepreneurial team of highly adaptable, strategic thinking, and resourceful individuals that operate much like a startup. Candidates applying for this role would describe themselves a self-starter, detail-oriented with a focus on meticulous documentation, able to work efficiently without compromising the quality of their work and enjoys taking ownership of tasks. Being collaborative, supportive, passionate, and motivated are also key.

Key Duties and Responsibilities
- Sort, label and file large amounts of document types (particularly images) with the goal that they are preserved for the future.
- Research and identify a system or database software to track activities (grants, loans, applications).
- Research and identify a database to track and manage contacts.
- Develop and implement a system for capturing and sorting documents, images, applications, memos that result from meetings, tours, and travel.
- Join and support the communications and strategy team in the assessment and implementation of a new art database.
- Works with each team to create reporting for the unique needs of each department.

Skills and Qualifications

- Bachelor's degree in Business Administration, Information Systems, Computer Science, Library Sciences or degree related to the management and administration of data
- 3 years of experience in a role managing records and supporting the systems of a business.
- Self-motivated with the ability to execute on plans independent of direction.
- Superior written and verbal communication skills.
- Strong documentation.
- Excellent attention to detail (example: consistent formatting throughout documents, strong memory to recall names.)
- Flexibility and willingness to help wherever needed.
- Creativity and confidence to propose new ideas.
- Coding experience a plus.
- Strong interpersonal skills with a professional and kind demeanor.

Location and Hours
Thoma Foundation Headquarters
1925 Cedar Springs Road
Dallas, TX 75201

In-Office Monday through Friday, 8:30am to 5:00pm.

To Apply
Please send your cover letter or statement of interest with a current copy of your resume
tfjobs@thomafoundation.org