Volunteer Position:
Grants Technology Support Coordinator

I. Position Overview

The Grants Support Technology Coordinator manages a team of volunteers on the Grants Technology Support Committee who help maintain the grant management system, WizeHive's Zengine system. This system handles the administration of all Impact Austin (IA) grants from initial registration of a nonprofit's profile through grant award and subsequent reporting. This team also provides support for other tools used by Grants Committee.

II. Position Responsibilities

1. Prioritize and manage the tasks in maintaining the IA grant management system and other tools used by the Grants Committee. These tasks include:

   a. Work with the Grants Committee leadership to prepare the system for each grant season by reviewing and updating to system's various segments

   b. Provide training on the system to all Grants Committee users as needed

   c. Troubleshoot user problems and report unresolvable problems to WizeHive

   d. Assist the Grants Chair in preparing updates to the website

2. Participate in the evaluation of any tool proposed to be used by the Grants Committee.

3. Interface with the IA Technology Committee.

III. Skills Recommended

1. Time to participate fully in process

2. Project management skills

3. Proficiency in Microsoft Excel, Word, and Powerpoint, and other current technology products

4. Experience working with various types of technology, programs and data management platforms, especially Salesforce

5. Comfortable learning and understanding technical needs

6. Some experience in selecting and implementing technology

II. Prerequisites

1. Current Impact Austin member
2. A willingness to learn the Zengine system

IV. Time Requirements

Generally, the Grant Technology Support Coordinator position is a minimum 2-year term as it may take as long as 6 months to learn the various programs and data management systems Impact Austin currently uses. The time commitment ranges from 2-4 hours a week depending on the number of projects in progress. June and December may require more time as the system is updated for the next session.

Thank you for your interest in volunteering with Impact Austin!

Please fill out our online Volunteer Form to get involved
and we will be in contact with you as soon as possible.

impactaustin.org/volunteer