Job Title
Systems and Database Manager

Hours
14 hrs per week, flexible

Reports to
Director of Finance and Systems

Introduction
FutureDharma exists to enable an effective and well resourced international Triratna Community to provide a path of liberation for all beings. Since our launch in 2016, FutureDharma Fund has grown to support 45 international Triratna projects, including those of the India Dhamma Trust.

Summary of role
The Systems and Database Manager at FutureDharma Fund is responsible for optimising technology infrastructure, managing databases, ensuring data security, and overseeing IT support. This role combines IT management, database administration, and web development to support the organisation's mission within the Triratna Buddhist movement.

Team Context
You'll work closely with Danayutta (Director of Finance and Systems), and Pundarika (Supporter Care Officer). You'll also be part of a wider team including Nandavajra (Director), Kusalaraja (Fundraising and Communications Director), Karunatara (Head of Major Relationships), Sugarbha (Major Donor Fundraiser), Alex Beard (Communications Officer), Jnanaruchi (Programmes Manager), Varabandhu (Fundraiser) and Visarada (Bookkeeper).

Responsibilities
As the Systems and Database Manager, you will play a pivotal role in managing our information technology systems and overseeing our database operations. Your responsibilities include:

- Enhancing the effectiveness of database tools and services
- Building and maintaining the structure and design of the database
- Improving the scalability and performance of existing database structures
- Monitoring database performance and implementing technological improvements
- Supporting the bulk upload of monthly payment reconciliations in a timely manner
- Maintaining and improving the FutureDharma website

- Harmonising and integrating different programs and systems used within the team to ensure efficiency and compatibility
- Updating systems when necessary and ensuring regular data backups
- Conducting diagnostic tests and evaluating performance metrics
- Coordinating IT support, training, and orientation for new technology users within the organisation
- Specialising in IT and database needs specific to the charity and its mission within the Triratna Buddhist movement
- Staying current with technological developments by researching and attending relevant exhibitions and workshops

Skills and Experience
The successful candidate should possess the following qualifications and skills:

- Member of Triratna Buddhist Order *or* Mitra training for Ordination
- Strong diagnostic problem-solving skills
- Knowledge and experience generalised Web-based coding; PHP, HTML, JavaScript and CSS
- Familiarity with navigating the Linux file system and Command Line Interfaces (CLIs)
- A thorough understanding of relational database design
- Ability to troubleshoot software issues
- Excellent written and oral communication skills
- Experience with Mailchimp, CRMs such as Salesforce and Beacon or similar, Google Workspace tools, WordPress
- Comprehensive knowledge of Excel

Location
This is a remote working role with a significant online communication component. Under normal circumstances your attendance would be expected at in-person meetings held in London every 6 weeks. Twice a year we hold team residential events, for 5 days, at Adhisthana that you would also be expected to attend.

Financial Support
As a Team-Based Right Livelihood, we work on the principle of '*give what you can, take what you need*'. If you live in the UK you will receive the 2022 Real Living Wage equivalent to £10.90 per hour (or £11.95 if you live in Greater London). Any increase in Real Living Wage is subject to budget constraints and trustee approval. If you have additional financial needs due to dependents or long term health issues, then an additional supplement may be considered. In addition to the base salary, our support package also includes 40 days paid leave per year (pro rata, including public holidays), a generous retreat allowance, home working expenses and pension contributions.