



JOB TITLE: Salesforce & Database Administrator
LOCATION: Irvine, CA (Hybrid)
STATUS: Full-Time (Nonexempt)
SALARY: \$75,000 – 78,000

ORGANIZATION:

TGR Foundation is a leading education nonprofit founded in 1996 by Tiger Woods. With a commitment to providing opportunities that unlock the unlimited potential in the lives of young people from under-resourced communities, its mission is to empower students to pursue their passions through education. In 2026, TGR Foundation is celebrating 30 years of driving dreams together. Through its TGR Learning Labs and signature education programs focused on science, technology, engineering, arts and math (STEAM) educational enrichment, career and college readiness and health and well-being, TGR Foundation has served more than 217,000 students. For more information, visit TGRFoundation.org or connect on Facebook, X and Instagram.

POSITION SUMMARY:

Reporting to the Vice President, Strategic Initiatives, and working closely with the Lead Salesforce & Database Administrator, the **Salesforce & Database Administrator** supports the administration, configuration, maintenance, and optimization of TGR Foundation's Salesforce platform and Salesforce-based applications, including Traction Rec. This role performs Salesforce administration, data management, automation, reporting, testing, and user support while working within established system standards. The Salesforce & Database Administrator is a highly collaborative role that requires strong communication skills, attention to detail, and an eagerness to solve problems and identify opportunities for system improvement.

POSITION RESPONSIBILITIES:

SALESFORCE ADMINISTRATION

- Design and maintain Salesforce data architecture, including custom objects, fields and relationships to support organizational and departmental needs
- Develop and manage automation using Salesforce Flow, including record-triggered and scheduled processes
- Assist the Lead Salesforce & Database Administrator with the management of Salesforce roles, profiles, permission sets and access controls
- Create and enforce validation rules, formulas and data standards to ensure data quality and consistency
- Perform data imports, exports, cleansing and transformation to maintain data integrity across objects (i.e., accounts, contacts, leads, campaigns, opportunities, etc.)
- Manage sandbox environments, testing and deployments to guarantee stable system updates and releases
- Monitor system performance and proactively identify issues, inefficiencies, and opportunities for improvement
- Assist in documentation of Salesforce architecture, including a data dictionary, while supporting data governance standards such as naming conventions, field usage, and data management processes

TRACTION REC ADMINISTRATION & SUPPORT

- Serve as the main point of contact for Salesforce and Traction Rec-related matters for TGR Learning Lab and TGR Foundation national programs leadership and staff



- Ensure Traction Rec workbooks and templates reflect the latest changes to the system architecture
- Assist TGR Learning Lab staff when preparing Traction Rec workbooks and review workbooks before they are uploaded into the system
- Coordinate with Traction Rec technical support to resolve system-level issues
- In collaboration with the Director, Data, Analysis and Student Feedback, oversee the qualitative data connectors to ensure they are functioning properly

DASHBOARDS & REPORTS

- Ensure dashboards adequately report progress against organizational and departmental goals
- Routinely review dashboard reports and flag discrepancies, omissions or improperly categorized data
- Through direction from the Lead Salesforce & Database Administrator and/or the VP, Strategic Initiatives, build new reports and widgets for dashboards
- Fulfill requests for data from the VP, Strategic Initiatives, validating outputs for accuracy prior to sending
- Assist in the development and monitoring of the data quality dashboard to identify duplicates, missing data, and inconsistencies in support of ongoing data cleanup

EDUCATION, EXPERIENCE & SKILLS REQUIRED:

- A relevant Bachelor's degree (i.e., information technology, computer science, information systems, or related field) or 2+ years of equivalent experience required
- Salesforce Certified Platform Administrator certification required
- At least 2 years of Salesforce administration experience, including configuration, automation (Flow), security and reporting
- Proficiency with data modeling, data management and data quality best practices
- Proficiency in data tools such as Excel and/or SQL
- Experience supporting integrations and data exchange between platforms
- Familiarity with Traction Rec preferred
- Excellent oral and written communication skills, including the ability to translate technical information in layman's terms
- Excellent interpersonal skills
- Strong analytical and problem-solving skills
- Ability to understand business requirements and translate them into effective technical solutions
- Strong organizational skills and attention to detail
- Proficiency with the Office 365 suite

TO APPLY:

Send an electronic cover letter and résumé to Kevin Kryston, Director, Data, Analysis and Student Feedback at kkryston@tgrfoundation.org.

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.