



Since 1988, Telefund's mission has been to raise funds and build support for progressive campaigns. Founded and led by individuals with decades of experience with some of the nation's top progressive causes, we maximize net income and impact for organizations committed to public interest issues. From the day of our founding, we have remained loyal to our mission and distinguished in our field, as public interest organizations and candidates are the only clients we have ever chosen to serve.

### **Systems Administrator Job Description**

Telefund's Systems Administrator (SA) will support and maintain multiple internal systems for our growing company. This position is responsible for the installation, operation, and maintenance of a wide variety of hardware and software including Unix, dBase and SQL. This also includes support of our corporate user base, and working with the IT staff where needed. Job responsibilities include:

- **Maintenance and Support of Production Systems**  
The system administrator works with the IT staff to maintain and support production servers. This includes, installation, configuration, administration, backups, and upgrades of Unix and Windows systems.
- **Database Administration**  
SQL and dBase/Foxpro databases must be maintained and administered. Data integrity, availability, and accuracy must be ensured. SAs also help provide data analysis and reporting for out IT and Fulfillment departments.
- **Application Development**  
SAs provide limited application development in a Perl/PHP environment.
- **Improve Data Accessibility and Flexibility**  
Telefund's future growth partly relies on the availability and usefulness of all pertinent information. Campaign statistics, performance, and other relevant information must be highly available to the staff that need it.
- **Recruit career staff from internal and external candidates**  
The single greatest constraint on Telefund's short-term growth is our ability to expand our central management team, particularly call center directors, account managers, and IT staff. We are most interested in hiring a team of staff that can grow our team of staff.
- **Develop new areas of expertise**  
SAs will also participate on projects in several exciting areas including VoIP in a political fundraising environment, advanced internet and intranet web services, online organizing tools, and secure network topologies.

**Primary Job Tools: Unix, Linux, \*BSD, dBase, SQL, TCP/IP, Perl, PHP, Apache, IPSec, VPN.**

### **How to Apply**

Resume and cover letter to [jobs@telefund.com](mailto:jobs@telefund.com) with "SYSTEM" in the subject line. Salary and increases commensurate with experience. Staff may opt into our health care plan.