



## Flourish with us as our Database Specialist - Grants!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Database Specialist – Grants, you will be responsible for supporting database operations by processing grant and scholarship transactions, maintaining the grant records, and overseeing the Foundation’s grant and scholarship portals. This position will create and perform database integrity processes as needed and offer backup support for gift entry.

If you have at least 2 years of data entry experience and proficiency in using Office 365, including Word and Excel, we want to hear from you! Nonprofit experience is desired. Experience with a Customer Relationship Management (CRM) software, such as Blackbaud, Foundant, or Salesforce, etc. is a plus. Please see the detailed job description below.

We have been certified as a 2022 silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes health and dental insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is expected to work 40 hours per week. The salary range starts at \$25.50 per hour. A start date no later than August 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to [careers@cfoxvalley.org](mailto:careers@cfoxvalley.org) using the following email subject line: Database Specialist – Grants.**



## Job Description

**POSITION TITLE:** Database Specialist - Grants

**DEPARTMENT:** Finance and Database Operations

**LOCATION:** Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914

**REPORTING TO:** Director of Database Operations

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt

**SCHEDULE:** Full-Time Benefits Eligible – 40 hours per week

**LAST UPDATED:** June 26, 2024

### POSITION SUMMARY

The **Database Specialist - Grants** is part of the Foundation's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, & antiracism (DEIAR) to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Database Specialist - Grants** is responsible for supporting database operations by processing grant and scholarship transactions, maintaining the grant records, and overseeing the Foundation's grant and scholarship portals. This position will create and perform database integrity processes as needed and offer backup support for gift entry.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Fundamental Responsibilities

- Accurately process grant and scholarship recommendations, which includes preparing grant award letters, grant agreements, and other correspondence.
- Maintain grantee records and various portal processes for the Foundation.
- Ensure compliance with IRS regulations and internal requirements for grants through the administration of the Foundation's due diligence and other granting policies.
- Collaborate with Foundation staff to ensure all activities related to grant entry and reporting are consistent and efficient.
- Provide timely, responsive, and professional customer service to inquiries from all stakeholders.
- Serve as a resource for staff for grant reporting out of the database.
- Create and/or update standard work documents related to grant processing.
- Assist with special grant projects as needed, including workflow processes and procedures, and database updates.
- Create and maintain vendor profile records in the database; including review of W-9 submissions for completeness and appropriate tax class coding.
- Cross-train with Database Specialist – CRM to offer backup support for gift entry.

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***

### EDUCATION AND/OR EXPERIENCE

- At least two years of data entry experience required.
- Experience working with Customer Relationship Management (CRM) software, such as Blackbaud, Foundant, or Salesforce, etc. a plus.
- Proficient use of Office 365, including Word and Excel.



- Nonprofit experience desired
- Preferred experience working in a hybrid virtual/in-office work environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to demonstrate teamwork, respect, integrity, stewardship, and DEIAR throughout work and interactions.
- Strong data entry skills with an emphasis on accuracy and attention to detail.
- Ability to work in a fast-paced environment with demonstrated ability to manage multiple competing priorities.
- Quick learner with demonstrated progressive knowledge.
- Ability to resolve issues timely and accurately.
- Effective time management to include establishing priorities and meeting deadlines with minimal supervision.
- Strong oral and written communication skills.
- Able to maintain a high level of confidentiality.

### **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.**

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***