Job Description

POSITION TITLE: Database Specialist - Grants
DEPARTMENT: Finance and Database Operations
LOCATION: 4455 W. Lawrence St. Appleton, WI 54914
REPORTING TO: Director of Database Operations
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-Exempt
SCHEDULE: Full-time – 40 hours per week Monday-Friday. Hours flex between 7:00 a.m. – 4:30 p.m.
LAST UPDATED: June 2, 2023

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, and 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 transactions and maintaining the grant records including the Foundation’s Grant Portal. 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 recommendations from various fund types, which includes preparing grant award letters, grant agreements, and other correspondence.
- Maintain grantee records and Grant Portal data for 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.
- 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

- Prior data entry experience is 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.
- 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.
- 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.
Flourish with us!

We're hiring a **Database Specialist - Grants** to join our team of dedicated professionals with a passion for philanthropy, advancing well-being for all and creating vibrant communities in the Fox Valley region of Wisconsin where together, everyone flourishes.

**OUR MISSION**

*Strengthening our community for current and future generations by helping people make a difference in the lives of all.*

We fulfill our mission by creating legacies of giving through the management of charitable funds created by generous individuals, families, and organizations. Grants from these funds are awarded to nonprofit organizations addressing ever changing community needs, primarily in Calumet, Outagamie, Shawano, Waupaca, and the Neenah/Menasha area of Winnebago counties and beyond.

The Community Foundation’s history and growth reflects the caring, generous spirit of our region. Since our inception 35 years ago that started with $5,000 and the vision of our founder, Walter L. Rugland, grants from the charitable funds with the Foundation now total $412.9 million. We’ve grown to become the second largest certified community foundation in Wisconsin and among the top 10% nationwide. To learn more about the Community Foundation visit our [website](#).

**OUR VALUES**

Responsibilities and expectations of this and all positions with the Community Foundation align with these core values, which are woven into our strategic vision, activities of our TLC (Teaming, Learning, Culture) Committee and everything we do in service of our mission:

- **Respect** – We treat each person and organization with dignity and esteem and as a partner in our shared goal to improve individual and community well-being.
- **Integrity** – We steward resources responsibly, making thoughtful and transparent decisions, and keep our promises and commitments.
- **Teamwork** – We engage in fulfilling our mission together in a culture of abundance where our skills, talents and other resources foster the outcomes none of us could produce alone.
- **Stewardship** – We show gratitude for the gifts and trust we are given, fulfilling our commitments with humble care and service.
- **Diversity, Equity, Inclusion and Antiracism** – We foster a culture where all are valued, feel they belong and can contribute to our mission. We invite diverse participation in our work, remove barriers to opportunity, and strive toward fair and inclusive access to resources and the opportunity for all the Fox Valley region’s people and communities to achieve their full potential.

**AN OVERVIEW OF THE JOB**

Put your leadership and financial skills to work in a mission-driven, collaborative environment making a positive difference strengthening your community!

The **Database Specialist - Grants** is responsible for supporting database operations by processing grant transactions and maintaining the grant records including the Foundation’s Grant Portal. This position will create and perform database integrity processes as needed and offer backup support for gift entry.
This role is ideal for a mission-driven servant leader who embraces both hands-on and strategic elements of a growing enterprise.

**REQUIREMENTS NEEDED**

- Prior data entry experience is 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.
- Preferred experience working in a hybrid virtual/in-office work environment.

Our team works in a flexible, hybrid work approach at our office at 4455 W. Lawrence St. Appleton, WI. We’ve been awarded designation as a Silver Status Employee Friendly Workplace from the Fox Cities Chamber of Commerce.

We offer a competitive salary commensurate with experience, flexible work schedule and generous benefits including paid time off and volunteer hours, multiple types of insurance, 401(k), Employee Assistance Program, professional development, and YMCA membership contribution.

**HOW TO APPLY**
We welcome and encourage applicants from unique and diverse backgrounds, who share and reflect our values.

Submit your resume and cover letter to careers@cffoxvalley.org **Please use the following email subject line: Database Specialist - Grants.**