



## Programs Database Coordinator

**REPORTS TO:** Director of Programs

**Classification:** Exempt - Full Time

### JOB DESCRIPTION:

The position is responsible for leading the culture of programmatic data-driven decision making across our organization. This position assists in defining and driving the CRM roadmap for Programs, and owns analytic project streams from beginning to end including, but not limited to: data interpretation, opportunity identification, problem scoping, framing analysis, managing the execution of analysis, and presenting results in a tangible and digestible way to executive level audiences. This position is also responsible for grant reporting and providing adequate predictions for various grants.

### Principal Responsibilities:

*Under limited supervision and decision-making:*

#### **Principal Responsibilities:**

- Coordinate activities and support of users engaged in maintaining database, Excel and paper records of clients and grants. Maintain database security and quality controls. Generate queries, reports, imports/exports, and any other collection data as needed.
- Create, maintain, and update specified database and or spreadsheet information on a regular basis in relation to this task and provide reports as needed.
- Identify and import/export data from a variety of sources into our cloud-based database environment to support future analytics needs.
- Solicit and write proposals and reports for grants, including federal, state, and city governments, as well as other non-profit organizations.
- Track reporting schedules and facilitate development and writing of reports, including supplemental information.
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Manage the development of several proposals, reports, and other projects simultaneously to meet firm deadlines.
- Reconcile applicable database information with the accounting system.
- Assist with the preparation of Single Audit schedules and other grant-related information for external auditors.
- Additional duties as needed.

### **Training, Skills, Knowledge and/or Experience:**

- Bachelor's degree, preferred.
- Experience with non-profit organizations, preferred.
- Experience with federal grants, preferred.
- Accounting or bookkeeping experience, particularly with grants and/or non-profit organizations,

- preferred.
- An understanding of database back-end data.
  - Understanding of database architecture and experience analyzing data within a database.
  - Excellent written, verbal, and interpersonal communication skills.
  - Excellent database management skills.
  - Advanced skills in Microsoft Excel, and other Microsoft Office applications such as Power Point Word, Outlook, and Teams.
  - Must be an active member in a local church.
  - Ability to handle an extensive and diverse workload while maintaining a positive perspective.
  - Experience managing multi-faceted analytics projects and synthesizing and presenting actionable insights from a variety of data-points and analyses.
  - Experience interpreting and applying various funding agencies' technical requirements and procedures.
  - Knowledge of, and proven experience, writing proposals to for grants and an understanding of technical and financial requirements for large grants.
  - Ability to implement systems and follow-up processes, effectively work under pressure, and produce quality work within tight time constraints.

### ***Work Environment:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### ***Physical Demands:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift and/or move at least 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*