



Grants and Data Administrator

position description

ABOUT US

Yakima Valley Community Foundation is a growing 501(c)(3) philanthropic organization. We are all about connecting people, resources, and ideas so the community we know and love thrives. The region served by our community foundation is the Yakima Valley and surrounding rural Central Washington which is rich in natural resources and diverse cultures all with a strong reliance on the land and water for economic prosperity and survival. We believe when equity is addressed our community will be stronger economically, healthier physically and mentally, and prepared educationally to thrive and meet the challenges ahead. We cultivate a diverse team and continually strive for a inclusive workplace culture where talented and compassionate people share a sense of belonging.

We are hiring a **Grants and Data Administrator** to join our team.

POSITION SUMMARY

The Grants and Data Administrator assists with the quality, timeliness, and consistency of all aspects of grant and data management including donor, fund holder, board, and committee data. The Grants and Data Administrator provides administrative support for grant processing, including tracking grants made by the Foundation and obtaining and maintaining reports required from grantees. The Grants and Data Administrator also ensures that all grant-related business processes reflect the needs of grantees and the values of the Foundation. The Administrator will be responsible for CRM data related to donors, funding partners, and local nonprofits. The Grants and Data Administrator reports to the President and CEO and works closely with the grants, programs, and finance teams.

This is a full-time, non-exempt position.

Occasional early morning, evening, and weekend hours may be required.

PRIMARY RESPONSIBILITIES

- Support all components of grants processing from proposal submission to grant award disbursement
- Develop strong proficiency with the CRM/grants management database and provide ongoing support to staff
- Assist in troubleshooting common grants management system issues for applicants, grantees, and staff
- Prioritize accessibility needs of grant applicants
- Help update grantmaking forms, including correspondence, applications, and reporting
- Assist with the development and implementation of quality control procedures to safeguard grant data
- Ensure due diligence processes and documentation following IRS regulations and Foundation-specific policies and practices
- Communicate with grant applicants on routine inquiries related to the application process and material submissions (with particular attention paid to organizations that have less experience navigating grantmaking processes)
- Track and monitor grants, help ensure all pre- and post-grant requirements are met, and create and monitor payment and reporting schedules
- Provide routine system-generated reports as requested by staff
- Maintain record of troubleshooting issues experienced internally and externally, and develop themes over time
- Assist with scheduling internal and external meetings related to grants management
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation
- Create and maintain donor data records to ensure reporting and communications are timely and accurate
- Assist donors and fund holders with their request and support needs
- Assist with scheduling meetings with donors, prospects, agencies and others in support of positive engagement and convening of resources.
- Ensure letters, statements, and reports to donors and fund holders are sent in a timely manner and reflect the standards and legal requirements of the Foundation
- Prepare reports as requested related to contributions received and grants awarded
- Maintain accurate board and committee demographic and contact information
- Track and assist board and committee members in completing annual forms and establishing their BoardEffect software platform training and profiles
- Provide input and guidance on systems and areas for improvement to better serve grantees, donors, board members and others.
- Provides support to the President and CEO and Board of Directors on special projects requiring a high-level of confidentiality and good judgment.

QUALIFICATIONS

- A quick learner and self starter - excited to learn, share ideas, and implement improvements
- A skillful communicator who listens deeply to understand and can effectively communicate with others to develop or strengthen relationships - regardless of similarities or differences
- An eye for detail yet able to manage multiple tasks and priorities
- A demonstrated capacity for self-reflection
- High level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe (Acrobat DC) also familiar with a database software. Ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours
- Education and/or Experience: Two-years of higher education (post secondary) and two years of administrative/office experience, or seven years of administrative/office experience

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. The anticipated starting salary range for this position is \$55,000 to \$63,000. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and half the cost of coverage for dependent children and spouses or partners, a 401K retirement plan with an employer contribution, generous and flexible paid time off, and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests via email to info@yakimavallecf.org. Priority will be given to applications submitted by **Friday, June 25**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Yakima Valley Community Foundation