



**Position Summary:** Full-time, salary position. The Database and Operations Officer plays a critical role in maintaining the integrity of our systems and supporting the Foundation's day-to-day operations. This position reports to the Director of Finance and Operations and supports a variety of operational functions across multiple departments, ensuring the timely and accurate processing of gifts, grants, and scholarships. This role is perfect for a detail-oriented person who loves combining data management with mission-driven work.

**Essential Duties and Responsibilities include, but are not limited to:**

**Database Management**

- Manage CRM/Accounting software database through data entry, conducting regular audits for data integrity including review of donor, grantee, vendor profiles, review obituaries, and input of donor addresses, phone numbers, and email addresses
- Maintain electronic and hard documents, uploading relevant documents into database
- Set up new funds, donors, grantees, and vendors in database
- Process grant requests, create payment vouchers
- Process scholarships and sync with database, update student records, create payment vouchers
- Perform regular computer data back-up
- Receive and process incoming gifts
- Create and process data reports and mailing lists
- Stay up-to-date on database updates and flag for the Director of Finance and Operations any necessary changes
- Support donation tracking and CRM data management to ensure accuracy, and effective donor engagement

**Operations Support**

- Welcome and receive visitors, answer telephones
- Collect and process mail
- Prepare and distribute internal and external correspondence, including but not limited to donations, grants, scholarships, and outgoing checks
- Process vendor payables and assist with accounts payable process
- Maintain and coordinate office supply inventory, including equipment needs
- Assist with Board and Committee meeting preparation (i.e. agendas, minutes, and meeting facilitation)
- Maintain Conference Room calendar/schedule
- Assist with special events as needed
- Provide additional administrative support as needed

**Professional Engagement**

- Attend regional and/or national training, meetings, or conferences to maintain and improve skills necessary for job performance

**Job Knowledge, Skills & Abilities**

- ◆ Excellent written and verbal communication skills
- ◆ Excellent organizational skills and attention to detail
- ◆ Manage tasks and decision-making independently
- ◆ Proficient with the Microsoft Office suite of programs
- ◆ Proficiency in using CRM systems and accounting knowledge (preferred)
- ◆ Work effectively in a team with the ability to collaborate across departments and work on multiple projects simultaneously
- ◆ Strong ethical and professional standards
- ◆ Aptitude for new technology
- ◆ Work with people and information that requires strict respect for confidentiality
- ◆ Two or more years of relevant professional experience
- ◆ A two-year associates degree or higher is preferred or relevant work experience