



Connecting people who care to causes that matter for a just and thriving West Marin

Job Description: Grants & Data Manager
West Marin Fund
Start Date: November 2018 - open until filled

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin. The Fund provides grants and training for local nonprofits, convenes community members to act on important issues and educates people who live, work and visit in West Marin about community needs.

Position Summary

The Grants & Data Manager is responsible for grants administration, including grant awards, grant reports, and grants data analysis. The Manager is also responsible for maintaining and analyzing data on donors and their contributions. The Manager works closely with and is supervised by the Executive Director and collaborates with staff, board and consultants to ensure they receive accurate data and analysis to support their work.

Success Factors

- At least three years working for a nonprofit with management responsibilities
- Experience in managing databases and data, including analysis and reporting with a high level of accuracy
- Familiarity with grants administration and/or donor databases
- Ability to continuously improve data systems and provide basic training to others in their use
- Proficiency with Microsoft and Mac Office, FileMaker Pro, Excel, Powerpoint, and other computer/database programs
- Ability to self-manage, prioritize and meet deadlines
- Strong written and verbal skills in English. Spanish an asset
- Knowledge of West Marin communities and nonprofits preferred
- Commitment to ongoing learning and improvement
- Ability to exercise independent judgment and discretion in matters of importance to West Marin Fund on all assignments, projects, and duties assigned

Position Details

- Staff position, 60% FTE, non-exempt
- Salary: \$65,000-\$72,500 FTE, depending on experience
- Office located in Point Reyes Station

- Schedule can be flexible
- Start date: November, 2018 - open until filled

TO APPLY: Please send your resume and a short statement of interest to: jobs@westmarinfund.org with the subject line 'GDM application'

ESSENTIAL JOB FUNCTIONS

Donor and Grants Data Management (50%)

- Develop and maintain database systems that meet West Marin Fund's fundraising and grants data requirements
- As needed, research and assess new systems, develop plans for their acquisition, transition and management
- Manage and regularly update records on donors, gifts and grants, in collaboration with other team members
- Prepare and create reports and analysis of donors, gifts, grants and grantees to inform board and executive decision-making

Grants Administration (30%)

- Administer grants application and award process
- Coordinate Grants Review Committee and Giving Through Youth Program
- Develop and ensure timely grant reporting (by West Marin Fund to donors, and by grantees to West Marin Fund)

Information Management (15%)

- Develop and implement protocols for information management
- Ensure secure and cost-effective data systems, overseeing and where appropriate providing data support and training to staff and board

Additional Responsibilities (5%)

- Ensure compliance with West Marin Fund's policies and procedures
- Complete other duties and projects as requested
- Manage time effectively and maintain deadlines
- Maintain constructive daily working relationships within the organization, among donors and advisors, and with West Marin nonprofits.

Performance Evaluation

Evaluations will typically occur on or before three months from the start date, and then annually, based on established goals.

Work Environment/Physical Requirements

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

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. While performing the duties of this job, the employee is regularly required to

talk or hear. The employee frequently is required to stand; walk; use hands to hold, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

West Marin Fund is an equal opportunity employer. Eligible candidates must be authorized to work in the United States and provide verification to that effect.