

Database/Grants Contract Administrator

Women's Business Center Fayetteville @CEED

Job Description

Grant and Database Manager. CEED is seeking an experienced Database Manager with experience in creating and submitting reports. This position requires the Grants and Database Manager to perform daily administrative duties to maintain the database to provide proper reporting to agencies on programs and uses of funds.

Goals for this position include maintain an accurate database, provide timely and proper report requirements, produce reports to provide project support for the Executive Director and program managers and continuously learn and share knowledge with the team.

Database Administration

Create and maintain accurate and complete information ("profiles") for program activities to include volunteers, donors, clients, federal agencies, local agencies, donors, corporations and community leaders.

Conduct research to gather information for the team

Export data, upload and create reports for requested agency guidelines and requirements, as well as Executive Director and Program Managers

Grant Administration

Maintain accurate and complete information of grants received by organization

Maintain and conduct oversight for budgets according to grant submissions through submission to accounting

Create reports according to requirements from outside agencies

Assist in uploads of data and submission to federal agencies for payments

Administrative Administration

Assist in staff meetings and Board of Directors meetings

Assist team in annual filing requirements

Assist in creating processes to maintain grant eligibility and requirements

Desired Experience, Education, Skills

Two or more years of CRM Software/Systems Management

Excellent Communication Skills

Proven ability to be flexible and manage multiple tasks

Ability to research and analyze data from multiple projects

Ability to attend evening events when required

Excellent computer skills and detail

Associates or higher degree preferred

SQL database training or management a plus

How to Apply

Send Introduction letter and resume to Danice@NCCEED.ORG or Hand Deliver to CEED 230 Hay St. Fayetteville, NC 28301. Any questions can be directed to (910) 323-3377.

Information Regarding Hiring:

Reports to Executive Director & WBC Director

Fulltime/Salary/Exempt

Range: (\$35,700-\$48,000) Commensurate with Experience

In-office position

403b

Group Medical/Dental/Vision

7 Holidays/22 PTO/12 Sick