

Grant Database Specialist
Kim Joyce and Associates

Location: Scottsdale, AZ
Reports to: Human Resource Coordinator
Salary: \$18-\$22.00/hour D.O.E.
Status: Full-time
Benefits: Vacation, paid sick leave, paid holidays, health insurance, dental insurance, and professional development. 401K offered after one year with immediate vesting.

Kim Joyce & Associates, a trusted, local grant writing firm, offers a collaborative approach for our clients by delivering quality services including highly competitive grant proposals, funding opportunities research, grant writing training, grant office assessments, and grants management services (pre-, and post-award). We have high expectations, and our results speak for themselves. The best part of working on our team? We learn, grow, share, strategize, laugh, work our tails off, celebrate our wins, and have fun together! Our clients are local and national nonprofit organizations, institutes of higher education, school districts, charter schools, hospital systems, units of local government, tribes, and public agencies throughout the country.

Our business approach is simple - our team is passionate about our clients, while sharing knowledge, experiences, and skills with one another. We enjoy working as a team, and we pride ourselves on exceeding expectations.

As our business expands, if you would like to be a part of our team, our positive work environment, and join us doing work that truly impacts people and communities, we would like to speak with you.

Position Responsibilities:

- Maintain company's databases, update record addresses, client attributes, transactions, deadlines, upload appropriate documents, etc., and merge records, as necessary.
- Organize documents for data entry, obtaining further information for incomplete records/documents.
- Input text-based and numerical client transaction data into existing database (GrantHub) and internal company database.
- Perform continual quality assurance, correcting deficiencies and errors to ensure integrity of all client and company data.
- Build strong relationships and work effectively with others to support team members and CEO with progress reports, updates, data, and information for all assigned tasks as requested.

- Prioritize and meet or exceed all assigned deadlines.
- Follow all security policies and procedures to assure confidentiality of client and organizational information.
- Meet all organizational standards to guarantee the highest level of customer service to clients, team members, and other stakeholders.
- Make recommendations for improvement or enhancement to job process to ensure quality standards in data entry, collection, and retrieval.

Qualifications:

- Experience in any of the following: grant-seeking, grant research, grant writing, program design, and evaluation.
- Extensive knowledge of online grant application portals (foundation, corporate, and government) is a plus.
- Proficient in the use of MSOffice, Outlook, Word, Excel, AdobePro, Dropbox, Asana or other project management software.
- Working knowledge of integrated database management applications.
- Willingness to learn company's organizational systems and technology for reporting and tracking client information.
- Ability to communicate in a knowledgeable and professional manner with all levels of management, the public, clients, peers, and team members.
- Excellent verbal and written communication skills, strong reading comprehension and exceptional use of spelling, grammar, and punctuation.

Professional Skills:

- Critical thinking and superior organizational skills.
- Ability to multi-task in an extremely fast-paced environment.
- Ability to set priorities, meet deadlines, and independently problem solve.
- Strong computer navigation and keyboarding skills.

Qualified candidates will send a cover letter and resume combined in one PDF document to employment@kimjoyceandassociates.com and include your name and the position title in the subject line of the email. Applicants who follow these instructions will be considered. Applications will be accepted until the position is filled.

Kim Joyce and Associates is an equal opportunity employer.