



Job Announcement

POSITION AVAILABLE:	Grant and Database Administrator - Denver
APPLICATION DEADLINE:	Until filled
STATUS:	Full-time, regular, Exempt
GENERAL DESCRIPTION:	<p>To ensure productive and efficient departmental grant and database processes to maximize resources and broaden fundraising capacity. Responsible for conducting the full range of activities required to manage the submission and reporting of grant proposals to meet Resource Development budgeted goals; to direct essential database functions to ensure a standard of best practices in data and media entry; and to manage and execute strategic data management priorities including gift processing, acknowledgement and reconciliation processes for Resource Development Department.</p>
KNOWLEDGE, SKILL AND ABILITY	<ul style="list-style-type: none">• Expert-level Raiser's Edge proficiency required• Proven ability in analytical, database and reporting skills• Ability to manage a grants calendar with anticipated revenue of \$200,000+, including prospect research, proposals, reporting and stewardship• Ability to communicate technical, budgetary, submission and reporting requirements of current, pending and prospective grants to staff.• Excellent time management and prioritizing skills• Ability to multitask and adapt to deadlines and project requirements• Excellent writing and analytic skills• Solid understanding of budget, revenue and expense reporting• Work successfully in a fast-paced, detail-oriented fundraising team• Proficiency with Microsoft Office Suite• Must pass a criminal background check• Valid driver's license required
EDUCATIONAL OR FORMAL TRAINING	<ul style="list-style-type: none">• High school diploma or equivalent required• Bachelor's degree preferred• Grant writing and fundraising course work preferred
EXPERIENCE	<ul style="list-style-type: none">• Minimum of three years' experience in a nonprofit organization with a budget of \$1 million+▪ Minimum of three years' experience with Raiser's Edge in a database administrator or data management capacity▪ Grant administration/grant writing experience preferred▪ Experience in working with diverse populations of staff and volunteers
APPLICATION INSTRUCTIONS	<p>http://www.girlscoutsofcolorado.org/about/careers</p>



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ABOUT US

Girl Scouts is the world's pre-eminent organization dedicated solely to girls. Girl Scouts of Colorado serves the entire state of Colorado. See our Website at www.girlscoutsofcolorado.org