



Database and Grants Manager **Pierce County AIDS Foundation (PCAF), Tacoma Office**

Mission Statement: *Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

Summary: The Database and Grants Manager plays an integral role in the achievement of the development goals for PCAF (Pierce County AIDS Foundation) through active and effective administration of the organization's donor database and pursuing all aspects of grant writing and fundraising efforts. Working primarily in our Tacoma office, the Database and Grants Manager functions as part of the Development and Communications Department and serves as a member of a small team to successfully meet and exceed funding for agency programming and operations.

Scope of Work: Under the supervision of the Director of Development and Communications, the Database and Grants Manager is responsible for the following:

Database Management

- Manage all aspects of donor database including timely and accurate gift entry, production of acknowledgments, and reconciliation with Finance Department. Includes gifts and reports for PCAF's fiscally sponsored organization, Oasis Youth Center.
- Create, maintain, and update overall systems for Raiser's Edge including effective setup and maintenance of codes, accurate inputting of soft credit and pledges, confidential safeguarding of information, and production of reports.
- Collaborate with the Finance Department staff to ensure financial adjustments and to serve as the point person for regular reconciliation and other processes.
- Develop accurate and timely reports, queries and data segmentation for fundraising campaign analysis, campaign launches, prospecting, and cultivation.
- Support colleagues by investigating challenges and recommending solutions relative to database functions.

Grant Management

- Develop and cultivate profitable relationships with key stakeholders and foundations, identifying grant funding opportunities.
- Draft and submit compelling and coherent grant proposals including letters of intent, applications, summary reports, and detailed calendar of grant-related deadlines.
- Serve as a strong historian and advocate of organization and mission, acquiring a comprehensive understanding of the culture and range of programming and services offered, in an effort to articulate need to funders.
- Create supporting financial information including budgets and balance sheets in collaboration with program and accounting staff.
- Track relevant grant information in the Raiser's Edge database for all proposals, maintaining accurate electronic and hard copies in active and archival files.
- Assist Oasis Youth Center on an as-needed basis with grant development and coordination.

Strategic Fundraising

- Assist in the creative development, planning, and execution of events and activities to regularly meet or surpass fundraising targets.
- Provide support for special events by managing registrations, guest lists and services, and other site logistics, and tracking accurate donations and sponsorships.
- Contribute to annual fundraising plans by assisting with direct mail projects, online giving, and cultivation and stewardship efforts.
- Analyze the performance of fundraising activities to advance and enhance fundraising efforts.
- Engage as a team member in a department that prioritizes exemplary customer service, innovation, and efficacy by maintaining confidential information, participating on development related committees, and providing personalized outreach to donors.
- Consistently model and display appropriate professional boundaries at all times.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities, obtaining training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

Qualifications:

- A Bachelor's degree from an accredited college or university in a relevant discipline is preferred along with a minimum two years of experience developing grants for a nonprofit organization, managing a donor database, and fundraising. Raiser's Edge experience preferred. However any combination of education, experience, and measurable performance that demonstrates the capability to perform the duties of this position will be considered.
- General understanding of how HIV is acquired, transmitted, and treated as well as associated stigma is preferred.
- Demonstrate a thorough understanding of the model of harm reduction.
- Require candidates who have experience working with diverse populations, with a preference for candidates who have experience supporting those with mental health, substance abuse, and/or homelessness issues.
- Prefer candidates with experience supporting individuals managing chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice-oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's internal biases and cultural humility.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and representing the agency.
- Ability to be flexible, supportive, and to work cooperatively with staff as a member of a diverse team. Strong organizational skills, and ability to work some evenings and weekends.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions.
- Proficiency in Google Suite, Microsoft Word and Excel, word processing and other databases; demonstrated ability to access information via the Internet.

- Physical components include periods of frequent keyboarding, lifting and transferring of up to 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have access to reliable transportation.

Salary and Benefits: This is a full-time, regular, non-exempt position. Compensation for this position starts at \$19.25 per hour. Extraordinary employer-paid benefits package include medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

How to Apply: Please submit a cover letter and resume to Jill Rose, Director of Development and Communications, jrose@pcaf-wa.org by 5:00 pm, Friday, August 7, 2020. Include in your letter the reasons you are interested in this position, the value you would bring to the role, and your qualifications related to this opening.

Application materials received by 5:00 pm, Friday, July 31, 2020 will be given priority review.

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Equal Opportunity Employer: *PCAF (Pierce County AIDS Foundation) is a proud Equal Opportunity and Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.*

Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.