Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students, who lack access and opportunities, to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background. SVEF has an established legacy of providing proven STEM programs and being profoundly committed to empowering students to graduate high school career and college ready. The impact of our work is evident in our strong partnerships with districts and donors in closing the achievement gap and the creation of a workforce that has the skills to meet 21st century needs.

Position: Grants and Database Coordinator
The Grants and Database Coordinator will be the system coordinator of the Silicon Valley Education Foundation and end-to-end Salesforce CRM system in order to support the smooth daily operations of development. He/she/they will have the unique opportunity to work cross-functionally with the Foundation’s Development, Finance, and IT teams to enhance the functionality of the system so that our development processes run efficiently. The Grants and Database Coordinator reports to the CDO and has regular check-ins with the IT team lead, COO, and Corporate Partnerships Manager.

Major Duties and Responsibilities:

● Develop strong proficiency with the CRM/grants management database and provide ongoing support to staff (specifically Salesforce).
● Work with Salesforce and IT Administrator to support ongoing and day-to-day development systems.
● Monitor and direct all incoming Development emails to appropriate team mates via the central email account.
● Work with outside contractor SmarterGood to ensure smooth tracking of grants for the entire lifecycle including identification, submission, and decision process.
● Work with the SVEF finance team to ensure tracking of incoming grants and other donor payments.
● Support the donor stewardship process from start to finish.
● Support Corporate Partnerships Manager in tracking of volunteer coordinator hours and other deliverables associated with corporate partnerships including giving.
● Work closely with the directors of programs to collect information for proposals and reports in a timely, respectful, and precise manner.

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

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Work with designated team lead on Development and Salesforce and IT Administrator to support the implementation and continuation of SOP’s.

Support Development team in organization of daily workflow including scheduling and meeting materials preparation.

Collaborate with Finance to provide historical records as needed.

Process individual, corporate, foundation, & government gifts.

Develop methods to improve & streamline development processes.

Support other development administrative assignments as needed.

Fostered positive culture & communication as a member of the Development team.

Qualifications:

Minimum of two years of experience in grants administration or three years of experience in data administration in the nonprofit, public, or education sectors.

A deep commitment to equity and social justice, and strong alignment with our organizational values.

Ability to authentically connect the Foundation’s mission and aspirations with one’s own personal experiences.

Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities.

Proficiency in grants management or data management systems, specifically Salesforce required.

Excitement about data management and a strong customer service orientation

Experience following grantmaking workflows, policies, and procedures

Ability to implement alternative grantmaking processes to meet accessibility needs of applicants.

Ability to be self-directed, take ownership, and see projects to completion in a timely manner.

A strong desire to learn about the needs of communities across the state who are most impacted by structural inequities.

Demonstrated capacity for self-reflection.

Time and project management skills.

Good verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically.
- High level of proficiency with Salesforce, Google Suite and grants management tools.
- Ability to take part in occasional meetings and events outside of core business hours.
- Ability to work in a diverse and fast growing team.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.