



## Position Description

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<b>Title:</b>	Database & Reporting Coordinator
<b>Position Type:</b>	Employee
<b>Hours:</b>	Part-time – 10-20 hours per week, schedule to be determined
<b>Compensation:</b>	Hourly wage, to be determined
<b>Reports to:</b>	Executive Director

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The Database and Reporting Coordinator supports the Executive Director and Spur's Board of Directors in the achievement of Spur's annual goals. The primary purpose of the position is to ensure that Spur's *Knowledge Library & CRM Salesforce* database is current, accurate and producing reliable reports. Because Spur is a young and fast-growing charitable organization this position will be expected to participate in the innovation, implementation and refinement of processes and procedures that will be foundational to Spur's success.

### Scope of Duties:

- Database - Salesforce
  - Data entry related to
    - Nonprofit organizations
    - Donors
    - Fundraising activity
    - Grant activity and outcome tracking
  - Importing data from 3<sup>rd</sup> party sources
  - Dashboard and report design and generation
  - Interface with 3<sup>rd</sup> party apps for data analysis and visualization
- Granting
  - Proposal processing
  - Grant Report processing
- Website
  - Ensure that information flowing from our Salesforce database to what is displayed on our website is accurate and functioning correctly
- Research
  - identify and evaluate technology resources that meet Spur's needs
- Finance
  - Light bookkeeping
  - Prepare reports and monthly statements

### Skills and qualifications:

- A sincere interest in the nonprofit sector and the well-being of our community

- Robust computer skills with database software (Salesforce preferred) and with Microsoft 365 applications for word processing, spreadsheets, presentations and communications.
- Attention to detail and ability to produce reliably accurate work-product
- Strong written and verbal communication skills
- Ability to work collaboratively with staff and volunteers
- Bookkeeping experience, preferably with QuickBooks
- A knack for developing processes that achieve efficient workflow and quality outputs.
- Ability to manage diverse tasks according to timelines
- Creativity, imagination and personal initiative
- An entrepreneurial spirit and “can-do” attitude that will thrive in a fast-growing business.

### **About Spur**

Spur Community Foundation is a charitable organization with the mission to inspire effective philanthropy for the Wood River Valley. We seek to expand funding to the nonprofit sector, foster excellence and accountability among local nonprofits, and assist donors with their giving. Since incorporating in 2016, Spur has been quietly proving its concept and establishing a model for its services. In those four years, we have taken in over \$3.5 million in donations and granted out \$2 million to a total of 53 nonprofit organizations. Our growth has been exponential, with almost 50% of the income and grant activity happening in the last 6 months. For more information please visit [SpurFoundation.org](http://SpurFoundation.org)