



## Administration and Database Manager

The Western Colorado Community Foundation (WCCF) manages over \$75 million in donated assets and awarded \$3.5 million in grants and scholarships in 2018. This growing charitable foundation is headquartered in Grand Junction, CO and serves seven counties in Western Colorado. We are currently a staff team of nine persons.

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### **Job Overview**

The Administration and Database Manager is a new position and is designed to provide both leadership and execution of a range of core administrative functions. This Administration and Database Manager will be responsible for maintaining and expanding efficient administrative support for all functions including donor development and stewardship, grants and scholarships, marketing, finance and investments; coordinate staffing needs and priorities during high demand periods; and develop, review and refine, and implement right-sized administrative and operations policies and procedures for efficient operations.

We are looking for a strong, generalist administrator who can roll up his/her sleeves to get a variety of jobs done in fulfillment of our exciting mission to expand local philanthropy and improve our community.

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### **Primary Job Duties in Order of Priority**

**Database management:** Develop and implement standard operating procedures for database management and coordination with other databases (Constant Contact, FluidReview, Foundant); clean up, maintain and update FIMS database and mailing addresses; input scholarship and grant information, prepare variety of data tables and reports for staff. Managing the FIMS database (profiles module), prepare and distribute quarterly fund statements, shared Office Contacts and Constant Contact mailing list. Lead a process involving the staff team in reviewing options and selecting new software and possible database conversion in 2020. *(35% time)*

**Book-keeping.** Work closely with the Director of Finance to conduct monthly bank reconciliations, AP, assist in preparation of financial statements and other reports. Prepare reports and materials for the annual audit and 990 tax return. Prepare graphic presentations and financial metrics dashboard. Monitor and report on external grants. *(35% time)*

**Office management:** Oversee daily office operations and systems, coordinate administrative staff workloads, equipment, and supplies. *(10% time)*

**Human resources.** Oversee monthly payroll administration; plan and implement benefit program, including annual open enrollment process for health care insurance; ensure compliance of all rules and regulations; research variety of HR issues as requested by the ED, Director of Finance and/or board. *(10% time)*

**IT and phone:** Interface with our IT tech support on maintenance and troubleshooting as issues arise; plan and implement software and hardware upgrades; maintain phone system and troubleshoot problems as they arise. *(5% time)*

**Other duties:** Organize and oversee occasional processes to receive and dispose of unusual gifted assets; coordinate 2019 process to renew National Standards; other duties as assigned. *(5% time)*

### **Supervision and Reporting**

The Administration and Database Manager reports to the President/Executive Director.

The Administration and Database Manager will supervise three staff.

### **Job Qualifications**

10+ years of work experience in progressively more responsible positions in a nonprofit or professional office setting with job duties involving:

- Database management.
- Book-keeping.
- Payroll and benefit administration.
- Supervisory experience of two or more staff persons.

Demonstrated ability to learn and master new software. Exposure to online application systems desirable. Attention to detail and accuracy. Pride in this critical administrative function for our organization.

Expertise with financial statements and reporting. Attention to detail and accuracy. Experience with QuickBooks a plus.

Good interpersonal and communications skills, ability to work with different work styles and personalities. Ability to manage time-sensitive projects and organize teams.

Demonstrated experience with project management. Highly organized, able to prioritize, and work on several tasks at once.

Commitment to confidentiality. High level of personal and professional ethics.

Interest in and enthusiasm for our charitable mission. Exposure to or interest in nonprofit organization management desirable.

Bachelor's degree preferred.

## **Application Process**

Interested candidates are invited to send a cover letter outlining interest in this job and our organization and a resume to:

Anne Wenzel  
awenzel@wc-cf.org

No phone inquiries please.

Good benefits and salary commensurate with qualifications.

Applications will be accepted through April 30, 2019 and the position will remain open until filled.

The position will be filled for a start date of June 15 or later.