



Position Title: Grants and Database Coordinator

FLSA Status: Full Time

Department: Community and Corporate Engagement and Marketing (CCEM)

Reports To: Senior Director of Philanthropy and Grants

Salary Range: \$45,000 to \$55,000

United Way of Greater Chattanooga is searching for a Grants and Database Coordinator. UWGC offers a generous benefits package consisting of medical, dental, vision, life, 403b match, paid time off, flex time, paid parking and more.

Position Summary: The Grants and Database Coordinator supports a variety of functions within the Community and Corporate Engagement and Marketing (CCEM) Team at United Way of Greater Chattanooga while also doing crucial database management, donor engagement, and grant writing, management, and coordination. This team is diverse, tight-knit, and supportive, a great place for an optimistic, enthusiastic team player. This role is dynamic, one in which we expect no two days to look alike, and with exciting potential for growth over time. If you love detailed work, community- building, and United Way's mission to unite our community with a shared aspiration for the future, one where every child can thrive, and where working families can break the cycle of financial hardship... this may be the perfect role for you!

Essential Duties and Responsibilities:

Help continue to build a donor-centric organization that makes our donors feel proud of and engaged in United Way's work every day.

Grants

- Research grants and prospect identification utilizing foundation research resources, state, and federal government grant opportunities.
- Support development and submission of proposals package components for grants and follow up reports.
- Support continuous grant oversight, monitoring, reporting and compliance.
- Work in conjunction with other UWGC staff to establish relationships with community organizations for the purpose of identifying and creating opportunities for collaboration on grant funded projects.
- Perform other duties and special projects as assigned.

Database and Philanthropy

- Become the “resident expert” on HubSpot, our customer relationship management database, and maintain donor functions day-to-day.
- Develop the best practices and other guidelines for use of HubSpot tools and train other and new team members to understand and implement those guidelines.
- Help our team integrate HubSpot into everyday work and deploy it to build efficiency and enthusiasm for our work.
- Support our team in using technology to do our work better, from Microsoft Planner to Outlook to Teams; play a key role in helping our team work more efficiently.
- Develop content for donor newsletters and other donor communications, based on segmented audience interests and needs.
- Book donor pledges, oversee acknowledgement of donations, write, and send donor thank you cards and letters.
- Review and mail invoices to major donors, collaborating with other teams.
- Support CCEM team in developing engagement touchpoints for donors including events, communications, and meetings.
- Support event development and execution, as needed.
- Develop draft communications, surveys and other materials from United Way staff and volunteer leadership to various segments of donors.
- Keep our CCEM team organized, collaborative, productive, and fun-
 - Support managing team schedules, calendars, and meetings.
 - Prepare and distribute agendas, meeting minutes, and follow-up action items.
 - Manage correspondence, emails, and phone calls, as needed.

Qualifications and Experience

- Bachelor’s degree preferred with background in communications, sales or nonprofit work.
- Proficiency in Microsoft Office Suite and other relevant software applications.

The ideal candidate for this role will:

- Have passion for United Way’s mission and the community we serve – enthusiasm is a key part of working on this team!
- Have the ability to write clearly, concisely, and closely for grant proposals of all kinds.
- Possess excellent communication skills, love working in a collaborative, team-based environment.
- Have a keen eye for editing, reviewing, reconciling, and proofreading.
- Enjoy databases, building reports, and analyzing data.
- Like creating plans, setting goals, and steadily executing towards those goals.
- Enjoy managing multiple tasks or projects at once.

If you are interested in applying for this position, please send your cover letter and resume to tammymccallie@uwchatt.org.