Position Title: Grants Database Assistant  
Reports To: Director of Development Strategy  
Job Classification: Non-Exempt/Full Time  
Location: New York, NY Preferred, Remote Locations Considered

The Organization
What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $22 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

JOB DESCRIPTION:
LISC seeks a Grants Database Assistant to join the National Development department and contribute to increased efficiency in funder data management, grant processing, reporting tracking, and acknowledgement of donors. This position will be responsible for maintaining the highest level of data integrity within LISC’s Salesforce system (our fundraising and relationship management database). They will work closely with the Private Grants Database Analyst on the National Development team, who leads the department’s use of Salesforce. This position will also work with staff from LISC sites across the country and national programs as well as LISC’s finance and accounting teams to ensure accurate and timely processing and acknowledgement of more than 1,000 annual gifts.

The Grants Database Assistant reports to the Director of Development Strategy and will preferably be based in NYC.
Responsibilities

- Maintain data integrity and quality of national and local fundraising and funder information
- Review all incoming private grants and donations
- Reconcile incoming payments with committed grants and donations
- Process credit card donations
- Produce twice monthly acknowledgement letters for funders
- Assist with Salesforce trainings and respond to user inquiries
- Support with identifying business process improvements and resolving issues related to the use of Salesforce for fundraising, including duplication, data entry errors, etc.
- Act as primary data entry point person for National Development team
- Contribute to a culture of strong data quality practices across the organization
- Assist with other projects as they arise, such as: annual report, mailing lists, funder analysis, and other reports
- Perform other duties as needed

Qualifications

- Bachelor’s degree from an accredited college or university
- Minimum two years of relevant experience in an accounting or nonprofit fundraising role
- Previous experience with a CRM system; knowledge of Salesforce is preferred
- Excellent computer skills, including strong Microsoft Excel and Word skills and experience with mail merge, pivot tables and basic formulas.
- Ability to quickly learn new technology and systems
- Highly organized, with strong attention to detail and an ability to work independently, think critically, and problem-solve
- Excellent communication and customer services skills
- Experience working across teams/departments
- Experience in the community development field preferred

Compensation

LISC offers a competitive salary and excellent fringe benefits.

To Apply

Position is open until filled, but candidates are encouraged to apply as soon as possible.

Please submit a resume and cover letter, addressing your interest in and qualifications for this position, by email to: development@lisc.org

No phone calls please. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE