

# IYG

## Job Posting

**Job Title: Grants and Database Compliance Specialist**

**FLSA Status: Exempt**

**Hours: Full-Time**

**Location: Indianapolis**

**Salary: \$43,000 - \$45,000 per year**

### **Position Summary:**

The Grants and Database Compliance Specialist will provide essential support to the organization's Resource Development team through database management, accurate data entry, donor management, financial reconciliation, and database and grant compliance tasks. This role requires an individual who is detail-oriented, organized, and able to manage multiple tasks related to grant tracking, database management, and financial reporting.

### **KEY RESPONSIBILITIES:**

#### Database Management

- Regularly update and maintain the organization's development database, ensuring donor and grant information is current and accurate.
- Assist with data cleanup and system improvements as needed.
- Perform database audits.
- Manage data imports and exports.
- Perform regular database maintenance.

#### Grant Data Entry and Analysis

- Accurately input and maintain data related to grants, ensuring all

information is up to date and organized for reporting purposes.

- Track deadlines and requirements for various grants.
- Help create and monitor a grant compliance matrix in Excel and SharePoint.
- Help analyze data trends to assist Grants Manager with decisionmaking and identifying areas for growth.

#### Financial Data Entry

- Enter checks, ACH donations, and other financial transactions into the organization's donor database.
- Assist with processing and recording various types of donations, ensuring compliance with accounting standards.

#### Reconciliation Reporting

- Run and review monthly reconciliation reports for accuracy in collaboration with the finance team.
- Investigate and resolve any discrepancies in financial records or donor transactions.

#### Grants-Related Accounts Receivable Monitoring

- Monitor grants-related accounts receivable, following up on outstanding payments and ensuring timely receipt of funds.
- Coordinate with the finance team to ensure accurate reporting of incoming revenue.

#### Donation Management

- Manage different types of donations, including monetary, in-kind, and recurring gifts, ensuring proper documentation and timely acknowledgement.
- Maintain accurate records in the donor database for all gifts received.

#### Donor Communications

- Support donor relations by generating personalized acknowledgment letters and emails.
- Coordinate ongoing communications with donors, including thank-you notes, event invitations, and other correspondence.
- Add regular donor communication updates to database.

#### Compliance and Administrative Support

- Assist with compliance-related tasks to ensure that all donations and grants meet regulatory requirements.
- Provide general administrative support to the development and finance teams, including filing, reporting, and other ministerial tasks.

#### **RELATIONSHIPS:**

Reports to: Director of Resource Development

Direct or Dotted Line Reports: None

Collaborative Relationships:

- CEO
- Director of Resource Development
- Senior Donor Relations Manager
- Donor Relations Manager
- Grants & Development Manager
- Volunteer & Youth Specialist
- All departments regarding grant reporting
- Accountant

#### **Requirements:**

- Bachelor's degree in Nonprofit Management, Business Administration, Accounting, Data Management, Information Systems, or a related field required, or the equivalent amount of related experience to substitute.
- Minimum of 2 years of database management systems or accounting software
- Minimum of 2 years of data entry experience
- Experience with donor management software is a plus.
- Strong organizational and analytical skills and attention to detail.
- Ability to manage multiple tasks simultaneously and meet deadlines.
- Meticulous attention to detail, result-oriented & solution-focused, with a

remarkable ability to create & implement innovative ideas.

- Excellent communication skills, both written and verbal.
- Experience in nonprofit or financial settings preferred.
- Deep commitment to IYG's mission and values.
- High degree of confidentiality, accountability & ownership of work product.
- Strong empathy and interpersonal skills.
- Must pass all background checks.

**\*\*We encourage people of color, transgender, and non-binary people to apply. IYG is an equal opportunity employer and welcomes everyone, including non-LGBTQ+ people, to join our team. At IYG, we are dedicated to being diverse, inclusive, and authentic.**