

## **Database Manager & Grants Research Specialist**

*Safe Passage/Camino Seguro is a 501(c)3 organization that helps the children of the Guatemala City garbage dump community break the cycle of poverty through education, emphasizing life skills and perseverance in order to thrive in work and contribute to their community. Our school provides programming for children from 4 years old to 18. It is supplemented by adult education and a women's entrepreneurial program. We provide comprehensive and integrated programs that foster hope, health and wellness, educational rigor, self-sufficiency, self-esteem and confidence within a safe and caring environment. As 90% of our operating funds come from outside of Guatemala, the US office is responsible for managing all outreach efforts. The Database Manager & Grants Research Specialist is a crucial member of that team.*

### **Summary of Position**

The Database Manager & Grants Research Specialist fills a crucial research and information-sharing role for Safe Passage/Camino Seguro, ensuring the quality of data collection/management essential for donor-centric fundraising and an effective grant strategy. This is a non-benefited position averaging 24-30 hours weekly depending on workload and has the potential to grow into a full-time position.

As Database Manager, the responsibilities of the position (75%) are to serve as the manager for our fundraising database (Raiser's Edge), using the data to support and promote the fundraising initiatives of the development program in the United States and Guatemala. It requires a high competency with RE and the ability to strategically utilize the data to target VIP donors, support the development of our Strategic Plan, the distribution of our communications materials and provide background materials for reporting purposes.

The Grants Research component (25%) of the position explores the unique funding opportunities for a school seeking to break the cycle of poverty in the Guatemala City garbage dump community. Opportunities may include foundations, corporations, or government sources. This individual will collaborate with the US Director/Development Director (DOD), the US-based team and the Guatemalan development team in the writing of the grants and play a key role in grant reporting.

### **I. Essential duties and responsibilities – Database Management**

- A. Manage and track all mass data extractions for mailing lists and other communications
- B. Ensure data accuracy and maintenance procedures are followed
- C. Help ensure the accuracy and integrity of the data, including input and output
- D. Prepare annual fund analysis and reports in coordination with the US Director/DOD & Comptroller
- E. Identify/recommend essential next steps/follow-through for individual donors
- F. Prepare profiles, monthly reports and updates as requested by US Director/DOD

G. Support SP staff on proper RE protocol and procedures

**II. Essential duties and responsibilities – Grant Research**

- A. Research grant opportunities
- B. Compile a universal grant resource document
- C. Collaborate with team in grant writing and reporting.

**III. Education and Professional Attributes**

- A. Bachelor's degree with at least 3 years of experience in the development industry
- B. Skilled capacity with Raiser's Edge and Microsoft Office
- C. Excellent written and verbal communication skills
- D. Highly organized and detail-oriented
- E. A collaborative problem-solver

*Please send letter of interest, resume and salary requirements to [annamarie@safepassage.org](mailto:annamarie@safepassage.org) with "application for Database Manager & Grants Research Specialist" in subject line. No phone calls please. Start date negotiable.*