



Grant Database and Grant Research Specialist- Contract – Fully Remote

WHAT WE DO: Boyd Grants helps small to mid-size non-profits, colleges/universities, and municipalities with their grant writing needs, offering a full spectrum of services including researching potential funders, writing proposals and keeping clients in grant compliance.

WHO WE ARE:

Our highest values are:

- 1) Reliable
- 2) Consistent
- 3) Ethical
- 4) Going above and beyond

POSITION RESPONSIBILITIES:

- Maintain company's databases, update record addresses, client attributes, transactions, deadlines, upload appropriate documents, etc., and merge records, as necessary.
- Organize documents for data entry, obtaining further information for incomplete records/documents.
- Input text-based and numerical client transaction data into existing database(GrantHub) and internal company database.
- Perform continual quality assurance, correcting deficiencies and errors to ensure integrity of all client and company data.
- Build strong relationships and work effectively with others to support team members and CEO with progress reports, updates, data, and information for all assigned tasks as requested.
- Prioritize and meet or exceed all assigned deadlines.
- Follow all security policies and procedures to assure confidentiality of client and organizational information.
- Meet all organizational standards to guarantee the highest level of customer service to clients, team members, and other stakeholders.
- Make recommendations for improvement or enhancement to job process to ensure quality standards in data entry, collection, and retrieval.

QUALIFICATIONS:

- Experience in any of the following: grant-seeking, grant research, grant writing, program design, and evaluation.
- Extensive knowledge of online grant application portals (foundation, corporate, and government) is a plus.
- Proficient in the use of MS Office, Outlook, Word, Excel, Adobe Pro, Dropbox, Asana or other project management software.



BOYD GRANTS

- Working knowledge of integrated database management applications.
- Willingness to learn company's organizational systems and technology for reporting and tracking client information.
- Ability to communicate in a knowledgeable and professional manner with all levels of management, the public, clients, peers, and team members.
- Excellent verbal and written communication skills, strong reading comprehension and exceptional use of spelling, grammar, and punctuation.

PROFESSIONAL SKILLS:

- Critical thinking and superior organizational skills.
- Ability to multi-task in an extremely fast-paced environment.
- Ability to set priorities, meet deadlines, and independently problem solve.
- Strong computer navigation and keyboarding skills.

PAY RANGE: Please note: a wide range is listed for the pay scale as pay is commensurate with experience.

Pay: \$18.00 - \$22.00 per hour

HOW TO APPLY: Qualified candidates will send a cover letter, resume, and answers to the questions below combined in one PDF document to aboyd@boydgrants.com and include your name and the position title in the subject line of the email. Applicants who follow these instructions will be considered. Applications will be accepted until the position is filled.

- Where do you want to go with your life? (Career is part of life, not separate)
- How do Boyd Grants highest values resonate with you? Give examples of how you've lived some of them out recently.
- Please share some of your grant research experience, including what databases you used.
- How can we support you? What do you need from us to be successful?

Boyd Grants is an equal opportunity employer.