***JOB TITLE:*** Grants and Database Administrator

***REPORTS TO:*** Director of Finance

***FLSA STATUS:*** Full Time-Exempt

***JOB SUMMARY:*** The Grants and Database Administrator is responsible for overseeing the full lifecycle of grants—from pre-award through post-award administration—while also managing the organization's various databases. This dual role ensures regulatory compliance, effective use of funding, and the generation of reporting that is beneficial to the agency in the areas of grant management, Project Management, QA standards, and Fundraising.

***ESSENTIAL DUTIES AND RESPONSIBLITIES:***

1. **Grant Management and Compliance:**
    a. Manage the entire grant lifecycle, including proposal submissions, grant agreements, annual application and reporting requirements, and compliance with grant terms and conditions.
    b. Maintain grant tracking systems and databases for deadlines, deliverables, and reporting requirements.
    c. Coordinate with finance staff to manage grant expenditures via grant allocations to various program projects and client cases, track project progress, and ensure compliance with reporting deadlines and grant deliverables.
    d. Monitor grant budgets and collaborate with finance staff to ensure proper allocation and reporting.
    e. Serve as a liaison with grant funders and ensure compliance with terms and conditions

2. **Database Management:**
    a. Manage the Disability Advocacy Database (DAD), to include managing database security, adding and deleting employees, updating the system to reflect changes in grant applications and reports, and running reports for other staff as requested.
    b. Troubleshoot issues with the system, maintain good relationships with National Disability Rights Network (NDRN) and their DAD contractors to obtain speedy resolutions to issues.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. DRA reserves the right to change or amend responsibilities, job qualifications and required skills as needed.

c. Input field intakes and projects into the system.
d. Ensure accuracy of all data in DAD to facilitate accurate reporting to federal funders and other funders.
e. Maintain agency fundraising software for tracking and tracing contributions, and providing reports to the Executive Director, Outreach Coordinator, and Fundraising Committee.
f. Maintain agency software platforms and create forms.

3. **Data Collection and Reporting:**
   a. Collect and maintain accurate data in databases regarding all grant activities, programmatic work and staff output.
   b. Prepare and submit timely and accurate grant reports, narratives, and documentation to funders.
   c. Update agency personnel database.

4. **Collaboration and Communication:**
   a. Collaborate with internal teams to gather necessary information and data for grant applications and reporting.
   b. Communicate grant requirements, timelines, and expectations clearly to program staff and other stakeholders.

5. **Training Staff:**
   a. Will train new staff in utilizing the Disability Advocacy Database.
   b. Will provide technical assistance as requested to staff to understand hot o use the system and increase the accuracy of their data.
   c. Will provide opportunities for staff to access training on the Disability Advocacy Database.
   d. Assist staff in understanding how to ensure the date they input is accurate and meets federal requirements.

6. **Relationship Management:**
   a. Cultivate and maintain positive relationships with all federal agency staff and NDRN staff to ensure positive collaborations in obtaining data and other relevant information crucial to reporting.
   b. Cultivate and maintain positive relationships with grant-making organizations, program officers, and other stakeholders.

## *JOB QUALIFICATIONS AND REQUIRED SKILLS:*

1. Bachelor's degree in public administration, Information Technology, Business, or related field.
2. Five or more years of experience in grant management, IT administration or a combination of both, within a nonprofit organization preferred.
3. Strong understanding of grant application processes, allocating resources to program work, and compliance requirements.

4. Excellent research, writing, and editing skills with attention to detail and accuracy.
5. Proficiency in using database systems, cloud-based platforms, and Microsoft Office 365.
6. Ability to manage multiple deadlines and priorities effectively.
7. Strong people skills and ability to build and maintain relationships with funders and internal stakeholders.

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

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October 2026