GRANTS AND DATABASE MANAGER

JOB DESCRIPTION

Position: Grants and Database Manager

Location: Bishop, CA: Hybrid (in office and local remote work)

Salary: $25 - $35 per hour

Eastern Sierra Land Trust (ESLT) is seeking a Grants and Database Manager to join our nationally accredited land trust. This is a full-time position (32 hours minimum weekly) based in Bishop, California, with a hybrid (in-office and remote) work option and a minimum of three in-office days per week.

Position & Responsibilities Summary:

The Grants and Database Manager oversees donation processing, acknowledgment letters, and data entry, while also tracking grant income, managing invoicing, and ensuring grant compliance. This role is responsible for maintaining critical and confidential donor data within the Donor Perfect Online (DPO) database, including data integrity, maintenance, staff and board training, and establishing database policies and protocols. The Manager acts as the primary liaison to the accountant consultant for monthly and quarterly income reports and reconciliations. Additionally, they provide administrative support to the Operations Director, Development Director, and Executive Director as needed.

Duties and Responsibilities include but are not limited to:

- Develop, submit, and track grant invoices, ensuring accurate documentation of expenses and timely payments.
- Monitor and maintain compliance with grant agreements, including documentation of deliverables, financial reporting, and audits.
- Manage the Donor Perfect donor database. Enter data, manage and keep data clean and updated by following set data entry protocols, expanding notes, combining duplicate records, tracking individual relationships, running queries and exports, and tracking in-kind gifts and BOD hours.
- Manage the donation process. Oversee gift entry into the database, the transmittal of payments and payment information, and processing of accurate and updated acknowledgment letters; track pledges and other special gifts.

- Provide monthly status reports and recommendations. Design and implement database queries and data exports to analyze giving trends and outcomes; work with the Development & Communications Team to develop monthly reports.
- Develop and implement data entry standards, procedures, and best practice guidelines and ensure adherence to these standards throughout the organization.
- Prepare and manage all mailing lists from Donor Perfect for fundraising, educational, and outreach needs. (Mail merge data from Excel lists into Word documents and emails.)
- Provide support for development and fundraising initiatives, prepare materials, and ensure mailings are assembled per USPS requirements.
- Oversee the monthly, quarterly, and year-end gift reconciliation with the accounting consultant.
- Assist with annual audit and 990 tax preparations.
- Provide administrative support to the Operations Director.
- Assist with basic office tasks such as answering phones, checking office voicemails, maintaining office integrity by assisting with office chores, and sorting incoming mail.
- Other duties as assigned.

Qualifications and Preferred Skills:

- Commitment to the organizational mission required.
- An analytical mindset with problem-solving skills, detail-oriented and highly organized.
- Strong data analysis, organizational, communication, administrative, and computer skills required.
- Professional attitude; team player; able to collaborate to set and meet team goals and deadlines.
- Ability to exercise considerable judgment and discretion in establishing and maintaining confidentiality and good working relationships.
- Advanced knowledge of donor database structures, preferably Donor Perfect.
- Proficiency in Google Workspace, Microsoft Office Suite, Dropbox, Adobe Acrobat Pro, and project management systems.
- Ability and willingness to work occasional evenings and weekends.
- Minimum of two years of previous administrative, and/or grant management experience, preferably in a nonprofit organization.

Working Conditions

ESLT provides a fully functioning office in Bishop, CA where all equipment and supplies are made available. ESLT does permit hybrid (in-office and remote) work options with adherence to established organizational policies. Some weekend and evening work and travel is required. This position is supervised by the Operations Director.

Compensation and Benefits:

The Grants and Database Manager position is full time and non-exempt with an hourly salary range of $25 - $35 per hour plus benefits.

You will be entitled to vacation and sick pay on an accrual basis. Full-time employees accrue vacation at a monthly rate commensurate with their length of employment and on a monthly basis, the initial vacation leave benefit is 10 days per year, accrued at 6.67 hours per month. All employees accrue sick leave at the rate of ten days each year. ESLT offers 12 paid holidays annually.

ESLT offers full-time employees, those who work an average of 30 hours per week, with medical, dental and vision insurance. You will become eligible to enroll in ESLT's SIMPLE IRA in 2026. You will immediately be eligible for legally mandated benefits such as Workers Compensation Insurance and California Disability Insurance. Opportunities for training and career advancement available as annual budget permits.

To Apply

Send a cover letter and resume to info@eslt.org with Grants and Database Manager in the subject line. No phone calls, please. Applications without a cover letter will not be reviewed. Position will be open until filled.

ESLT is committed to creating a diverse organizational environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.