The Dyson Foundation, a family-directed charitable foundation based in Millbrook, NY, is seeking a full time Program and Information Coordinator. Reporting to the Director of Programs, this position is responsible for the integrity and performance of the Foundation's system-wide grantmaking database. The position also supports the Dyson Foundation's grantmaking program by serving as the point person for the online application process and acting as the liaison for philanthropy affinity groups and associations.

**Position Title:** Program and Information Coordinator  
**Reports To:** Director of Programs  
**Status:** Full-time  
**FLSA Status:** Exempt

### Database Administrative Responsibilities

Serve as the point of contact for internal and external users of the Foundation’s Salesforce/FoundationConnect database.

Provide troubleshooting and support for questions related to the online application portal for external users.

Provide database support to staff and all departments as needed, including running searches, troubleshooting, and creating customizations specific to users’ needs (page layouts, dashboards, reporting, applications).

Train staff on effective and efficient use of the database.

Work closely with finance staff to ensure data integrity, accurately process payments, and perform finance support functions.

Enter and maintain the integrity of contacts in the database.

Plan for and ensure timely completion of daily, weekly, monthly, quarterly, and annual database-related functions.

Create and run all routine database reports for grants monitoring such as the annual Grants Review, discretionary funding reports, budgets, and other board level reports. Create and run other database reports as requested by staff.

Create and maintain database templates.
Create and manage automations and workflows.

Act as the technical liaison with Salesforce.org support providers. Keep informed on Salesforce releases, updates, and security changes.

Recommend changes in data collection process to increase integrity.

Recommend, implement, and monitor database enhancements, including apps and other add-ons, to improve processes for all departments. Inform and train staff on any changes.

Monitor and establish permission levels of users.

Work closely with Information Technology Manager/IT Contractor on Salesforce backups.

Develop guidelines for storing electronic data.

Keep up to date on current thinking and new developments related to Salesforce.

Participate in grants management affinity groups.

**Program Responsibilities**

Monitor online grant process.

Enter inquiries received via postal mail and email into the grants database, as well as those that are declined before a formal inquiry is received.

Verify the 501(c)3 status on all new inquiries received (tax verification and Guidestar) or by contacting the IRS and/or applicant organization.

Process first level declinations (e.g. out of geographic region, individuals, lack of 501(c)3 status).

Monitor overdue reports; send reminders and follow-up notices to grantees.

Attach all electronic documents and communications to the electronic grant record.

Take minutes for program department meetings.

Work closely with other Foundation program staff to develop grantmaking strategies and explore new aspects of current program areas.

Act as a liaison for philanthropy affinity groups and associations. Process grants to affinity groups, monitor the Foundation’s or staff membership status, and respond
to requests for information, e.g. funding surveys. Keep abreast of professional
development opportunities and/or conferences.

Keep up to date on current thinking and new developments in philanthropy and the
non-profit sector.

Represent the Foundation at relevant professional conferences and events as
appropriate.

**Administrative Responsibilities**

Answer phones, assist callers, route calls as appropriate.

Assist staff with special projects and research.

Act as administrative backup for other staff as needed, taking on responsibilities in
other staff members’ absence. Assist with any meetings or events.

Other duties and responsibilities as assigned by the Director of Programs or
President & CEO.

**Position Qualifications:**

Database administration and extensive knowledge of Salesforce functionality and
best practices a must. Knowledge of FoundationConnect a plus.

Bachelor’s degree in a related field including but not limited to: education, health
care, or human services, or equivalent work experience.

At least five years of experience in the nonprofit sector is highly desirable,
preferably in a community-based organization. Grants management and foundation
experience a plus.

Proficiency in computer technology - ease with using various software applications
for project and data management and with the Internet.

Excellent written and oral communication skills.

Ability to work both collaboratively and independently, think creatively, use
analytical skills, and adapt to changing environments.

Strong interpersonal skills, energetic, and self-assured.

Uses discretion when representing the Foundation.

Accessible and responds in a personal, timely manner.

Ease in juggling multiple priorities and managing time effectively.
To Apply:

Please send cover letter and resume to Theresa Gill at tgill@dyson.org
Position open until filled.