



First Shift Seeks a Database and Grants Coordinator

[First Shift Justice Project](#) is a nonprofit organization that empowers workers in low wage jobs to exercise their rights related to caregiving and parenting. First Shift provides counseling, coaching, and representation to pregnant workers, working parents, and family caregivers on the issues of pregnancy and family responsibilities discrimination; pregnancy and breastfeeding accommodations; family and medical leave; and D.C. paid family leave benefits.

First Shift seeks a database and grants coordinator to fulfill the following duties:

- Maintain records required for compliance with grant award commitments.
- Monitor staff timekeeping.
- Generate reports from client database.
- Prepare and submit grant reports in a timely manner.
- Work with the executive director to draft grant applications and compile materials to submit with grant applications.
- Track grant submission deadlines.
- Collaborate with program staff to improve outcomes measurement.
- Perform other duties as assigned.

Qualifications: Our ideal candidate has development and grant reporting experience. The Database and Grants Coordinator must 1) be organized and detail-oriented; 2) have the ability to prioritize and plan work activities effectively to meet deadlines; 3) be comfortable communicating with staff to ensure timely submission of grant reports; 4) demonstrate professionalism to represent the organization in direct communication with foundation funders; 5) have technical experience working with complex spreadsheets and databases; and 6) be willing and able to both work independently and follow instructions.

Compensation: The salary range for this position is \$60-65K/year, depending on experience. Benefits include health, dental, and vision insurance, a retirement plan, and a generous paid leave allowance. First Shift's normal operating hours are 9-5, M-F. Employees work on a hybrid remote basis and are afforded some flexibility to establish work hours that enable them to meet family commitments as needed. To apply, interested candidates should send a cover letter and resume via email addressed to Laura Brown, Executive Director, at lbrown@firstshift.org, with the subject line: "Application for Database and Grants Coordinator." Applications will be considered on a rolling basis.

First Shift Justice Project is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the law protects from employment discrimination.