



FULL-TIME SANDY RECOVERY POSITION – IMMEDIATE AVAILABILITY
CLIENT & BUILDING SUPPLIES DATABASE MANAGER, NYC SANDY UNMET NEEDS ROUNDTABLE

NYDIS is a 501(c)(3) faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City. The NYC Sandy Unmet Needs Roundtable brings together a diverse group of individual donors and case management organizations to address the unmet needs of impacted survivors of SuperStorm Sandy.

The Advisory Committee for the NYC Sandy Unmet Needs Roundtable is seeking a full-time Manager of Client and Building Supply Databases. The Manager will be based at the NYDIS offices in midtown Manhattan. All qualified candidates should apply.

Duties include:

- Manage and input all client records and grant awards into two databases:
 - ◆ The Coordinated Assistance Network (CAN) database
 - ◆ The Unmet Needs Database
- Coordinate with partner agencies and NYDIS staff to submit and track all purchase orders for building supplies and/or appliances from NYDIS' Home Depot portal
- Monitor grant distributions within databases and investigate duplications for possible fraud
- Collaborate with senior staff to manage donor relations, grant writing and reporting
- Compile all necessary client and grant award statistical reports for senior staff
- Other duties as may be assigned by senior staff

Qualifications include:

- Demonstrated experience with and working knowledge of client data management
- Demonstrated experience with building supply ordering and logistics management
- Highly organized and detail oriented
- Exceptional communication and interpersonal skills, in person and on the phone
- Positive energy and the ability to work collaboratively with a small staff
- Familiarity and experience with client information management and/or donations management
- Computer skills - familiarity with Microsoft Office, Databases, Internet & Social Media use
- Spanish/English or fluency in another foreign language desirable

Education and/or Experience:

- Bachelors degree required
- 1-2 years experience in data and/or donations management preferred

Salary range is \$40,000-50,000 commensurate with experience, plus excellent benefits

No Phone Calls

Send Cover Letter & Resume to office@nydis.org

All qualified candidates should apply – candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.