

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Database Coordinator**

Supervisor: Chief Operating Officer

Classification: Non-Exempt

Proposed Approval Date: February 2022

Date of Last Update: October 2025

SUMMARY:

This position is responsible for a variety of housing program duties related to the administration and management of the organization's website, grants, contracts, and production reports. The position will work in many areas related to housing programs being administered, including, but not limited to, rental rehabilitation, homeownership education, home purchase, disaster relief, housing development, Continuum of Care, etc.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- High school degree or equivalent required at minimum; preference given to advanced or technical school education.
- Minimum of 3 years of experience in program administration.
- Extensive organizational skills.
- Good verbal and written skills.
- Ability to handle and manage multiple tasks.
- Ability to work independently.
- Ability to take direction from and work with a variety of people.
- Extensive Computer Experience: Microsoft Office 365 (Word, Excel, Adobe Pro, Access, PowerPoint, Publisher) and Smartsheet.
- Ability to handle moderate mathematical calculations.
- Fluency in two or more languages (including English)

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Website Management: Maintaining the organization's website to ensure updated information and graphics. Gather information from staff and update information on website. Review website regularly to evaluate need for updates and research website improvement techniques.

Technology: Manages equipment inventory and replacement schedule. Manages technology requests and coordinates with third party IT.

Grant Writing/Reporting/Management: Download information regarding grant applications, research housing data, create data tables, and coordinate the assembly of grant applications. Check the submission package to make sure all required forms, fees, and attachments are included prior to submission. Provide support in grant reports as assigned. Ensure reporting requirements are met per funder requirements and prepare reports and exhibits if required. Coordinate preparation and submittal of annual and quarterly production reports to NeighborWorks. Maintain and update all production data in SharePoint and/or Smartsheet. Ensure grant agreements are signed by all parties and send back to funder, along with any required documents. Enter reporting requirements on tracking sheet and notify staff responsible for reporting when reports are due to funder and file fully executed documents.

Rehabilitation Programs: Provide support to staff administering both rental, owner occupied, and commercial rehabilitation programs commonly related to SCDP projects, which may include other components. Assist in the preparation of reports, budget revisions, coordinating meetings, survey data management, mapping requirements and other documentation. Provide extensive support during the application period.

Data Management: Work extensively with database software to create comprehensive, complete and user-friendly data reports, fillable forms, spreadsheets, charts and graphs. Import data from multiple sources to correspond and correlate data. Maintain a regular schedule to update reports. Establish a data collection system designed to meet reporting requirements and anticipated reporting needs. Enter data collected pertaining to the task to be completed. Prepare and update agency production reports including but not limited to development summary, pipeline summary, and cumulative production report.

Contract Management System: Manage and improve as needed the contract management system by ensuring contracts are sent, received, and negotiated by the organization. Provide copies as needed to other contract parties. Review contracts not returned and correspond with contracting parties.

Coordinated Entry List Management: Manage overall implementation of CoC's Coordinated Entry System (CES) as defined by CoC policies and HUD regulations. Provide oversight and daily management of regional CES priority list per CoC policies. Conduct compliance monitoring for CE's partners, manage HMIS data quality processes, and report to CoC. Assist HMIS users as needed with technical assistance to implement CES procedures in HMIS.

Travel: Travel within the region and State of Minnesota frequently (monthly) and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 25 pounds on occasion and carry multiple packages of materials and equipment.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date