



**The Cameron Foundation Seeks  
Database and Technology Assistant  
(Part Time, \$21-\$25/hour)**

**Location:** Petersburg, VA

**Hours:** Approximately 15-20 hours/week

**Reports to:** Grants Manager

**Location:** Hybrid

[The Cameron Foundation](#) seeks a candidate to join our team by serving as our **Database and Technology Assistant** to support the work of the Grants Manager in administering the Foundation's grantmaking processes, including database management, grants applications and reporting processes. They will provide assistance with using Constant Contact to generate communication emails and update email lists that optimize email campaigns, promote foundation events, and support other marketing tasks. The Database and Technology Assistant also will run audio visual (AV) technology support for Cameron's meeting spaces and special events, as well as handle other related administrative supports as needed.

**Key Responsibilities:**

***Grants Administration & Support:***

- Assist the Grants Manager with the day-to-day functions of Foundant Grant Lifecycle Management (GLM), Cameron's grants management system.
- Provide assistance to staff in accessing and utilizing database information, addressing queries and/or issues that may arise.
- Support data entry, maintenance and quality assurance tasks.
- Help track grant application statuses, reporting deadlines and payments.
- Support the preparation of grant application materials, award notifications and reports for internal review.
- Respond to basic applicant and grantee inquiries regarding the grants system and process.
- Support the maintenance of accurate grantee records and documentation in the database.

***Constant Contact Support:***

- Provide support by creating and executing automated email campaigns using the Constant Contact platform.
- Segment email lists to ensure targeted and personalized messaging.
- Monitor and generate reports on email campaign performance (including open rates, click-through rates, and conversion rates).
- Maintain and update email lists, ensuring accurate and clean data for campaign targeting.

***Technology & AV Support:***

- Serve as the primary point person for AV support in the Foundation's three meeting rooms (each room is Zoom-enabled for hybrid meeting capability) and for occasional offsite events.
- Assist staff and visitors with Zoom functionality, troubleshooting and AV setup during meetings.

***Administrative Support:***

- Provide occasional administrative support for Board members and program officers.
- Provide occasional backup coverage for administrative staff, including answering phones and assisting with general community inquiries.
- Assist with special projects and research, as assigned.

**Qualifications & Skills:**

- Proficiency with databases and grants management systems (experience with Foundant GLM preferred).
- Proficiency using Constant Contact to generate and distribute email campaigns.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Knowledge of HTML and CSS for email customization.
- Experience with email testing, data analysis and reporting.
- Understanding of email marketing best practices and strategies.
- Technical aptitude with willingness to learn and support AV systems.
- Ability to multi-task, work independently and collaborate as part of a team.
- Detail and deadline oriented, with a focus on work product accuracy and quality.
- Strong written and verbal communication skills.

**Preferred Experience:**

- Prior experience in grants administration, nonprofit work or a related field is a plus.
- Familiarity with philanthropy or foundation operations.

**Education:** Associate's degree or equivalent experience is preferred.

**How to Apply:** Interested candidates should submit a resume and cover letter in a single PDF file to [recruitment@camfound.org](mailto:recruitment@camfound.org).

**The Cameron Foundation is an Equal Opportunity Employer.**

*No phone calls, please*