Parent Project for Muscular Dystrophy Research
Development Database and Grants Management Coordinator
Job Listing

About the Parent Project for Muscular Dystrophy Research
The Parent Project for Muscular Dystrophy Research (PPMD) was founded in 1994 by President and CEO Pat Furlong and a group of parents and grandparents who were frustrated by the lack of investment in Duchenne research. When doctors diagnosed her two sons, Christopher and Patrick, with Duchenne in 1984, Pat didn't accept “there’s no hope and little help” as an answer. Duchenne is the most common fatal, genetic childhood disorder affecting approximately 1 out of every 3,500 boys each year worldwide. It currently has no cure.

Parent Project Muscular Dystrophy (PPMD) fights to end Duchenne. We accelerate research, raise our voices to impact policy, demand optimal care for every single family, and strive to ensure access to approved therapies. For more information, please visit us at www.parentprojectmd.org.

Summary
Under the supervision of the Director of Development, this full-time position is responsible for overseeing both the organization’s development Blackbaud/Salesforce CRM system and research grants management system. This includes: timely and accurate entry of all donations received; producing receipts and thank you correspondence; recommending changes in practice to implement best-in-class procedures; maintaining data integrity; reporting; assisting with database-driven special projects; tracking essential milestone deadlines; and tracking and managing all administrative functions of PPMD’s awarded grants and certifications.

The Development Database and Grants Management Coordinator regularly accesses confidential and sensitive information and interacts with a diverse group of individuals both in and outside the organization. The coordinator must understand the vital importance of data integrity in terms of both efficiency and security and is a team player, an energetic, solution-oriented individual who is passionate about the PPMD mission and has superb communication skills.

Essential Functions
- Ensure accuracy of data entry and perform daily data input into Blackbaud LCRM/Salesforce
- Produce timely and accurate thank you correspondence for all donors
- Maintain the development data and online giving system health and security
- Provide development team database reports as required for the purposes of event management, cultivation and stewardship
- Provide recommendations for systematic and procedural enhancements of data management process and maintain peer credentials
- Fully utilize Blackbaud Suite (Luminate Online & LCRM)/Salesforce toolset
- Schedule and perform regular database maintenance including upgrades and improvements by supervising system programming
- Upgrade hardware and software as needed by assessing transaction processing and database options
- Maintain grants database using Webgrants system for all PPMD research grant applications and grants in progress
- Provide operational support for developing new research awards in Webgrants system and other research initiatives, including template design, form curation, outreach and scheduling of external review process and meetings
• Use Webgrants system to manage the application, award letter and grant trafficking of all Certified Duchenne Care Centers, to include clinic surveys, reports and award payments
• Communicate essential milestones internally and externally in order to maintain grants and certification award tracking
• Provide support to development, research and Care teams for events and initiatives as directed

Competencies
• Proficient in Blackbaud Suite (specifically Luminate Online & LCRM) and Salesforce platforms
• Experience with Qualtrics a plus
• Database management including data entry, maintenance, analysis and reporting
• Technical understanding
• Deadline oriented
• Well organized, accurate work style
• Flexibility
• Clear and consistent communication
• Ability to work independently as well as a member of a team

Supervisory Responsibility
This position has no supervisory responsibility.

Work Environment
This is an in-office role housed at the PPMD home office in Hackensack, NJ. This role requires routine use of PPMD development software, Webgrants system and standard office equipment such as phones, postage meter, scanner, copier, etc.

Physical Demands
This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

Position Type and Expected Hours of Work
This is a full-time position requiring 40 hours per week.

Travel
May be required to travel to select organizational events and meetings with prior notice.

To apply, send cover letter and resume to:
Kelly Dougherty, SVP, Finance & Administration
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9th Floor
Hackensack, NJ 07601
kelly@parentprojectmd.org

Phone calls not accepted.

PPMD is an equal opportunity employer