

Job Description

Job Title: Nonprofit Finance and Grants Manager

FLSA Status: Exempt

Classification: Full Time

Hours: 40 hours/ week

Compensation: \$58,240-\$68,640 / Year

Department: Administration

Reports to: CEO

Position

The Finance and Grant Manager will be a strategic thought-partner, and report to the CEO. The successful candidate will be a hands-on and participative manager and will lead and develop a finance department to support the following areas: finance, business planning, grant management and budgeting.

The Finance and Grant Manager will play a critical role in partnering with the senior leadership team in strategic decision making and operations as YWCA New Hampshire continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Prepare monthly and quarterly invoicing for funders from existing grants
- Work in conjunction with Administrative Services Manager to support accurate reporting of payroll and associated grant allocations into financial management/reporting system
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Coordinate and support ongoing audit requests from funders
- Prepare quarterly finance reporting to board of director with the CEO
- Oversee and lead annual budgeting and planning process in conjunction with the senior leadership team
- Administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Update and implement all necessary finance and accounting practices; improve the finance department's overall accounting policy and procedure manual.
- Effectively communicate and present the critical financial matter to the board of directors
- Participate in monthly finance committee of YWCA New Hampshire board of directors
- Performing bookkeeping including journal entry, bank reconciliations...etc.

Qualifications

- Minimum of an associate's degree in accounting or business management
- At least 5 years of overall professional experience; ideally 5+ years of nonprofit financial management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a small nonprofit managing multiple funding streams and grants-or a division or significant program area
- Experience managing a small nonprofit with a budget size of \$3 million +
- Has experience with QuickBooks
- Possesses advanced Excel experience
- Ability to translate financial concepts to-and to effectively collaborate with programmatic and fundraising team members who do not necessarily have finance backgrounds
- A proven track record in grants management
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors, knowledge of accounting and reporting software
- A successful track record in setting priorities, keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear different hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of YWCA New Hampshire

Information on Applying

Interested candidates are asked to submit their resume and cover letter, along with 3 professional references that can speak to their experience and qualifications as outlined above and salary requirements to info@ywcanh.org

This position requires 80% of time be spent on site during normal operating hours, the other 20% can be negotiated for the right candidate.

Candidates will participate in a team interview with YWCA NH staff and board members that may include an assessment of competencies on their skills and qualifications related to the job description outlined above

Competencies:

Adaptability & Flexibility: Adapts to changing business needs, conditions, and work responsibilities.

Self-Motivation, Initiative & Creative Thinking: Takes action without prompting and develops fresh ideas that provide safe solutions to all types of workplace challenges.

Commitment to Quality Service: Builds and maintains client/community satisfaction with the services offered by the organization.

Confidentiality, Integrity, Ethics & Trust: Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

Valuing Diversity: Helps to create an environment that embraces and appreciates diversity.

Stress Tolerance and Unflappability: Maintains composure in highly stressful or adverse situations.

Problem Solving Attitude: Approaches situations and challenges in a solutions based proactive and effective manner.

Respectfulness & Relationship Building: Builds constructive working relationships characterized by high level of acceptance, cooperation, and mutual respect.

Professionalism & Personal Boundaries: Conducts oneself with appropriate and expected professional boundaries and policies.

Work Environment and Physical Demands:

- Work is primarily performed in office setting with periodic trips to hospitals, police stations and shelter.
- Work requires the ability to ascend and descend stairs, as well as the ability to move about and position self efficiently to perform physical tasks and address emergency situations.
- Occasionally works in outdoor weather conditions.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 30 pounds unassisted.

Acknowledgement:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee's signature below constitutes the employee's understanding of the requirements, functions, and duties of the position.

Employee Name (please print): _____

Employee Signature: _____ Date: _____