



Organization: Sustainable Connections

Job Title: Finance and Grants Manager

Reports to: Development Director

Status: Permanent, full-time (40 hours/week), salaried non-exempt

Primary Work Location: Sustainable Connections office – 1701 Ellis St, Bellingham, WA

Physical attendance requirement (% of time on site): 80% on-site work and time in community required

Application deadline: August 19, 2024 at 11:59PM

Desired start: September 16, 2024

About us:

Join Sustainable Connections (SC), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to advance a regenerative local economy that builds community, strengthens food systems, catalyzes climate solutions, and expands access to housing in NW Washington.

We strongly encourage applications from people of color, people from working-class backgrounds, women, LGBTQAI+ people, and those who are members of other marginalized communities. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you - even if you do not believe you meet all of the criteria listed here!

Summary:

This position works with the Development Director and Bookkeeper to help manage the financial health of the organization including accounting and financial systems, financial planning and budgeting, reporting, grant management, internal controls, and risk management. This role works across all program areas and requires a strategic thinker with excellent financial acumen and a strong understanding of financial management and compliance. The Finance and Grants Manager is detail-oriented, highly organized, and capable of balancing multiple priorities to meet deadlines. Routine work includes the use of technology and programs such as QuickBooks, Salesforce, Excel, and various grant management tools.

Primary Responsibilities:

Financial Management, Compliance, and Risk Management

- Maintain proper records and ensure accounting controls in compliance with GAAP, government and industry regulations, and Sustainable Connection’s Financial Policies and Procedures.
- Oversee audits as necessary and preparation of 990 in collaboration with the Finance Committee and Accountant. Prepare and file tax and legal forms.
- Receive, log, deposit, and reconcile incoming revenue received via credit card payments, checks, ACH, bank deposits, etc.
- Advise the Executive Director and Finance Committee on financial planning, budgeting, cash flow, investment priorities, and policy matters.

Budget and Reporting

- Develop and prepare reports, financial management dashboards, and key highlights that are clear, concise, and easily understood for the Board of Directors, Executive Director, and Finance Committee.
- Produce budgets and reports for grant applications. Prepare financial reports and generate and distribute invoices, including reimbursement requests for grant agreements.
- Prepare detailed fiscal year budgets and corresponding cash flow budgets to be presented to the Board of Directors for approval.
- Lead and oversee budgeting, financial forecasting, and cash flow, including developing projections of funding needs and preparing for funding and financing as needed.

Compensation:

The starting annual salary range for this position is from \$58,000 to \$68,000 depending on qualifications and experience. Benefits for first-year, regular, full-time employees (working 40hrs/week) include:

- 26 days per year of paid time off
- An individual benefit of \$450 per month
- A flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- 25% discount on nursery plant material at Cloud Mountain Farm Center
- Mileage reimbursement for travel to & from temporary duty stations
- Additional forms of leave of absence: up to 40 hours additional PTO for bereavement, jury duty service, leave without pay, Washington Paid Family & Medical Leave
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment, and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and contact information for three professional references by email to melissad@sustainableconnections.org by the application deadline listed above.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of our organization and all employees to ensure there is no discrimination against any employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.

Qualified individuals in need of an accommodation in order to participate in the recruitment, selection and/or employment process are encouraged to reach out to Melissa Daniels, Administrative Manager, 360-647-7093 x104, who will engage in an interactive process to respond to & provide reasonable accommodations.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at Sustainable Connections.