



foundation for  
**healthy generations**  
CREATING ENDURING HEALTH EQUITY

**Job Title:** Senior Finance & Grant Manager  
**Reports to:** Executive Director  
**Hours:** Full Time, 40 hours/week, hourly, FLSA status: exempt, not eligible for overtime pay. Schedule is typically Mon – Fri 8am-5pm, additional hours as necessary to meet deadlines.  
**Compensation:** \$75,000-\$85,000 annually DOE. Generous benefits package including medical, dental, vision, life, LTD, 403(B) plan, paid time off and 10 paid company holidays  
**Supervises:** Supervises of 1 employee (Bookkeeper)

Position will remain open until filled.

#### General Job Description

*To apply, interested parties should send a cover letter and resume to [jobs@healthygen.org](mailto:jobs@healthygen.org).*

*No phone calls please, we're too busy fulfilling our mission!*

Our team is small and mighty. We are a mission-driven and in transition. We are a multicultural organization looking to support the diversity of our clients. We operate a flat organization and are team-based in our work structure. We are looking for a candidate who can partner with our Executive Director and Senior Leadership Team to help the organization run smoothly, and keep to our internal and external deadlines.

The candidate must have excellent written and oral communications and be able to clearly explain complex information to the Executive Director, Board, staff, contractors and funders. This individual must have a good sense of humor, patience and an intrinsic desire to do an outstanding job while supporting and communicating with coworkers.

At Foundation for Healthy Generations, we believe that people and communities thrive when all are healthy, included and connected. We unite community wisdom, emergent practice and effective policy to create enduring healthy equity.

Our organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to adjust the work identified. It is our expectation that each

employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

### Duties and Responsibilities

#### **Finance:**

- Manage financial reporting for the Board, senior management, and staff and as part of grant management
- Collaborate with management and staff strategic and financial decision making
- Manage monthly and yearly closing including journal entries and balance sheet reconciliations
- Oversee full charge accounting and serve as backup to the bookkeeper
- Manage investments and relationship with investment management firm
- Manage with Executive Director negotiating and executing contracts with funders, vendors and agency partners
- Direct the compliance of the organization including with funders, government and private, quarterly taxes, taxes and licenses
- Manage internal controls and compliance with internal controls
- Manage the budget process and all aspects of budget monitoring
- Coordinate the annual audit
- Support the Executive Director as needed including support for strategic planning,
- Other duties as assigned.

#### **Management Accounting:**

- Develop a reporting system for budget managers and a system for working with employees on financial decision making
- Coach staff on reading financial information, writing grant budgets and monitoring spending
- Create and nourish a culture of continuous improvement
- Implement cost controls and LEAN management techniques
- Other management accounting duties as assigned

#### **Grant Management and Support of Fundraising:**

- Organize and stream line grant management
- Be a partner to the staff with regard to all aspects of grant management
- Write grant budgets and support grant writing work with outside grant writers as well as internal team on grant proposals
- Other work in support in support of fundraising as assigned.

#### **Operations:**

- Manage in the interim of agency owned office building including management of tenants and property maintenance
- Manage relocation to new offices within the next year
- Negotiate contracts and management relationships with regard to facility
- Back up for human resources and other operational duties as assigned.

**Required Qualifications:**

- A degree in accounting or related field with five years of related work experience and relevant experience may substitute for a portion of required experience
- At least 2 years overseeing staff members and/or significant assets
- Intermediate to advanced level proficiency with Microsoft products, particularly Excel, and QuickBooks
- Experience working in a nonprofit setting
- Significance experience managing projects in teams
- Experience working with outside auditors and funders
- Excellent oral and written communication skills
- Ability and willingness to work cooperatively with others

**Preferred Qualifications:**

- Supervision in a nonprofit environment
- Multicultural or multilingual experience desired
- MBA or CPA desirable

**Team Agreements:**

Be aware of and comfortable with our team developed Team Agreements, which are as follow:

- **Positive Intent:** We assume positive intent on the part of others and know that everyone is working hard & doing their best. While assuming positive intent, we work to create intentional space and safety for the tougher conversations and debriefs.
- **Accountability:** We hold ourselves accountable to the mission, each other, our clients and to our commitments. We do what we say we will do, walking our talk while also honoring each other's limits.
- **Conscious Communication:** We are mindful in our communication and demonstrate a willingness to style flex. We communicate directly, respectfully, timely and openly. We care enough to challenge each other's ideas, communicate our needs & expectations and share our limitations. We engage in constructive conflict - addressing the issue, not attacking the person.
- **Synergy:** We work cross functionally, sharing information with each other freely in support of fulfilling our mission. In sharing, we provide

context for the conversation and are thoughtful about connecting what we know to the agency's bigger picture.

- Planned Pauses: We are a learning community and plan pauses to review and re-evaluate our strategy, structure, practices, and processes as well as celebrate our successes. We periodically pause to have unstructured and reflective time. We value and seek out diverse points of view to inform our work and look to adapt, learn from our mistakes & continuously improve.