



## HR/FINANCE & GRANT MANAGER JOB DESCRIPTION

**Job Title:** HR/Finance & Grant Manager  
**Salary Range:** \$50,000 - \$60,000  
**Reports To:** Executive Director

**Organization Summary:** WINGS is a non-profit organization whose mission is to break the cycle and heal the wounds of childhood sexual abuse by providing education, advocacy and support to adult survivors, loved ones, providers and the community. We're ushering in the day when *all* survivors and their supporters have the resources they need to speak about, heal from and thrive beyond childhood sexual abuse trauma.

**Our Guiding Principles:** Inclusivity | Confidentiality | Empowerment | Resilience | Voice | Self-care | Accountability | Advocacy

**Position Summary:** We seek a stellar professional to serve as our **HR/Finance & Grant Manager**. This is a critical support position, assisting the Executive Director and Director of Programs & Survivor Services in a number of vital admin duties, including grant & finance management, HR & IT related tasks, database maintenance and donor acknowledgement.

Chiefly, the HFGM will have ample experience in financial and grant management/support, overseeing our internal finance function, while also working directly with our outsourced accounting vendor to ensure accurate and timely production of monthly financial statements, monthly and quarterly financial and narrative grant reports, as well as assist with the ongoing budgeting process in a growth-oriented non-profit. The HFGM will excel at all key components of grant management, superbly multi-tasking these for a number of local and state funding entities. The HFGM will also provide exceptional support for the ED and DPSS on a number of admin duties, including maximizing donor and vendor relationships (IT, HR, etc.) to ensure WINGS' internal systems and processes are strong, efficient and effective.

The ideal candidate has superb attention to detail, outstanding verbal and written communication skills, excellent problem-solving skills, strong time and organizational management and a growth-mindset. If you are a professional with a "can-do" attitude, are mission-focused, have a passion for providing support and are flexible and agile in anticipating and solving problems, you are our dream candidate!

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Administrative Assistance to Executive Director & Program Director (20%)**

- Be main point of contact between Executive Director and PEO Provider for HR related needs/tasks, including onboarding of new team members
- Prepare board agendas/packets and materials monthly or as needed; assist with scheduling for Board and Advisory Council
- Assist with other projects as assigned and assist Director of Programs & Survivor Services on admin tasks, as needed

### **Financial Management (30%)**

- Oversee/prepare and maintain both organizational and program budgets to support decision making by ED, DPSS and Board (current level, close to \$1 million annual budget)
- Oversee grant timesheets and payroll processing with contract accountant and PEO provider
- Receive, process and track accounts receivable and accounts payable, with precise accounting for restricted and unrestricted income and expenses and allowable costs; carefully documenting all required back up for a number of funding partners
- Ensure timely payment of program and organizational invoices
- Maintain running budgets (in excel) that correlate with QuickBooks entries
- Oversee annual audit with contract accountant

### **Government & Private Foundation Grant Management (30%)**

- Under direction of ED & DPSS, coordinate all aspects of grant applications, renewals and reporting on rotating basis for 6+ government grants & maintain financial and narrative reporting information monthly & quarterly, ensuring internal and external deadlines are met
- Serve as primary point of contact for all funding partners
- Submit grant applications and reports for key private foundation funders

### **Salesforce Database Management (5%)**

- Ensure integrity of Salesforce data as related to donor contact/relationship management

### **Donor Acknowledgement (5%)**

- Manage process to ensure all donations are entered into Salesforce and timely donor acknowledgement letters are produced
- Oversee donor appeals, including CO Gives Day giving

### **Office Management & General Program Support (10%)**

- Ensure efficient daily office operations, handling range of tasks from IT, phone, copier and related office needs; printing projects, etc.
- Provide additional program assistance, as needed

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

**Achievement Focus** - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals.

**Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

**Managing Customer Focus** - Develops new approaches to meeting customer needs. Establishes customer service standards. Monitors customer satisfaction. Promotes customer focus. Provides training in customer service delivery.

**Planning and Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals & objectives. Uses time efficiently. Works in an organized manner.

**Problem Solving** - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Degree from two- or four-year college or university; 3-5 years related experience; or equivalent combination of education and experience.

**Skills:** Ideal candidate will possess excellent technology skills, as well as advanced internal and external customer service skills. Additionally, they will possess an intimate understanding of allowable costs, funding cycles, grant budgets, overall organization budget, etc. and be able to communicate these items with contract accountant at the source document level. Ideal candidate will have experience with government contracts and/or funding partners including VALE, VOCA, VAWA, etc., as well as excellent written and verbal communication skills and interpersonal skills.

**Reasoning Ability:**

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Highly skilled in Microsoft Office (Word, Excel, PPT) required and Salesforce preferred. Knowledge of Quickbooks accounting system required.

**Supervisory Responsibilities:**

N/A

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

**Salary and Benefits:**

Competitive salary commensurate with experience, plus a comprehensive benefits package including: Vacation and Holiday Pay, Medical, Dental, Vision, Life, voluntary Short Term and Long-term disability; FSA program, and 401k program with up to 3% employer match

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

**To Apply:**

If you know you are a fit for this role and are ready to join our team, please send your resume and cover letter answering the following four questions:

- 1) What would your greatest hopes be, if selected for this position?
- 2) What combination of skills, experience and attitude make you prepared for this role?
- 3) What would success look like for you, if you were in this position?
- 4) What type of support would be helpful to you to achieve this success?

To Executive Director at: [Jenny.Stith@wingsfound.org](mailto:Jenny.Stith@wingsfound.org). Deadline to apply is Sept. 20, 2019.