

# Grants Finance Manager

## About the Position

Wolfe's Neck Center is seeking an experienced, non-profit fund accounting manager, who is organized, creative and systems-oriented to serve as our Grants Finance Manager. This full-time, year-round position reports to the Director of Finance & Administration and works closely with staff across the organization to ensure that all restricted revenue is managed according to donor and funding agreements.

## About Our Organization

Wolfe's Neck Center is a nonprofit, farm-based education, research, and visitor center on a mission to transform our relationship with food and farming. By facilitating knowledge and best practice sharing, educating a wide variety of learners, and convening folks who care about the future of food, Wolfe's Neck Center aims to help make our food system a solution to climate change.

Wolfe's Neck Center sits on 626 acres of coastal farmland, with forested trails, livestock education barns, and an oceanfront campground. To learn more about all there is to do, see, and learn at Wolfe's Neck Center, [click here](#).

## Role & Responsibilities

### *Overarching Responsibilities*

- Oversee management of all grants restricted funding received by the organization.
- Work closely and collaboratively with staff project leaders to understand and meet the terms of all funding agreements.
- Work in conjunction with key staff to anticipate internal needs and organizational impacts of any pending and/or complex award applications.
- Oversee management of timely tracking, reporting and data input related to grant revenue and expenditures, including supporting monthly reconciliation and meeting organization-wide reporting needs.
- Establish new operational systems to support a wide array of complex grant requirements, including funding to support internal organizational projects, regional partnerships, and nationwide collaborations.
- Generate data visualizations and projections to facilitate project management and decision making and facilitate communications with grants and agreements management.
- Play a strong role within our small, yet active, finance and administration team.

### *Ongoing Financial Duties and Responsibilities*

- Manages financial transactions in alignment with terms of award agreements
- Maintain updated fund balances, projections, and project data visualizations.
- Work in conjunction with our bookkeeper to ensure accuracy and consistent input within our QB's online accounting application.
- Maintains all project documentation and financial records according to internal controls and appropriate recordkeeping practices
- Work closely with contract manager and project leads
- Ongoing responsibility for reporting in line with timing of award agreements and meeting staff information needs
- Remains current on compliance requirements associated with federal, state, and private restricted funding

- Plays a key role in supporting annual organizational audit & budgeting process; and
- Contributes to team effort by taking initiative to streamline systems for optimum efficiency

## Qualifications

- 3- 5 years' experience in non-profit fund accounting required
- Solid working practice in QuickBooks Online, Financial Edge or other non-profit fund accounting applications, proficiency with Excel is important
- Experience managing income & expenses to project budgets
- Ability to communicate across all programs and staff within the organization and maintaining and building productive relationships with other organizational constituents
- Strong analytical and project management skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills and eagerness to work as a member of the team
- All new hires are required to provide proof of COVID-19 vaccination (including booster) for employment. Wolfe's Neck Center follows Maine CDC guidelines for COVID-19 protocols and expects all employees to be willing to adhere to those safety measures.

## Terms of Employment

This full-time, year-round position is eligible for benefits including health insurance, dental insurance, paid vacation and holidays and a retirement savings plan, as defined in our staff handbook. Compensation is competitive and commensurate with experience (administrator level (\$50,000 - \$60,000)).

## To Apply

**To Apply** Please email a cover letter and resume to [jobs@wolfesneck.org](mailto:jobs@wolfesneck.org) with **Grants Finance Manager** as the subject line. No phone calls please. Wolfe's Neck Center is an Equal Opportunity Employer and values diversity in the workplace. This position will be open until filled; applications received prior to October 21<sup>st</sup> will be given priority.

Wolfe's Neck Center for Agriculture & the Environment does not discriminate on the basis of any protected category. Applicants are selected based on their ability to perform the essential functions of the job, prior related work experience, and references from previous employers.