



GRANTS FINANCE MANAGER

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wolfesneck.org

A Bit About Us

Wolfe's Neck Center for Agriculture & the Environment (WNC) is a fast-growing, national nonprofit organization based on a campus of over 600 acres of coastal farmland in Freeport, Maine. Our work is dedicated to creating a world where agriculture and food systems support farmer viability, thriving ecosystems, and vibrant communities. Through regenerative farming, innovative research, and collaborations, Wolfe's Neck Center works to advance agriculture - on our own farm and nationally - to accelerate holistic change in food systems and mitigate the effects of a changing climate.

Position Overview

Wolfe's Neck Center is seeking an experienced, federal, and privately funded grants finance 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 & Human Resources and works closely with staff across the organization (local and nationally) to ensure that all restricted grant revenue is managed according to donor and funding agreements. We are open to this position being remote or on-site in Freeport, Maine.

Primary Responsibilities

Oversight of Planning and Execution of the Grantmaking Process

- Oversee management of all grant funding awarded the organization.
- Act as a liaison between Place-Based/Markets Program, Research, Finance and Advancement teams when grants are at the authoring stage, help determine funding goals and work closely and collaboratively with staff project leaders to understand and meet the terms of all funding agreements.
- Support any financial analysis required for any grant proposal development and source funding, including estimates for indirect, salary and fringe expense estimates.
- Ensure projects and budget information are opened in the financial system and proper accounts are established within the organization's accounting software.

Analyzing Financial Data

- Review transaction detail reports for grants reporting, and reconciling the data with budget manager or contracts administrator.
- Regular review and reporting of financial status, and availability of funds across all programs.
- Work with project team leaders, develop projections for cash needs with our Grants and Development Manager and lead staff to coordinate with internal needs and organizational impacts of 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.

Compliance

- Ensure invoices are billable to projects as required by awarding agencies.
- Ensure compliance with 2 CFR 200 guidance for federal awards.
- Communicate with budget managers when/why certain expenses are not applicable and answering questions on allowable expenses.
- Play a strong coordinating role within our finance and administration team.

Financial Reporting

- Responsible for oversight and timely submissions for all grant reporting.
- Maintain calendar of reporting due dates and coordinate with different departments for progress narratives and other required documents within reporting periods.

Document Management and Storage

- Create and maintain a library of grant documents and various tracking tools for direct and indirect expenses organized by grants.
- Ensure each grant folder has copies of supporting documentation.
- Develop and modify grant related policies and procedures on an organization wide basis.

Qualifications

- 2- 3 years of experience in non-profit fund accounting and private and federal grant administration helpful.
- Solid working practice in QuickBooks Online 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.

Compensation

The Grants Finance Manager position is a year-round position eligible for benefits offered including health insurance, dental insurance, paid vacation and holidays and our retirement savings plan, as further defined in our staff handbook. For eligible candidates, this position can be nationally remote or on-site at our Freeport, Maine location. Compensation is competitive \$55,000 to \$70,000 and commensurate with experience.

To Apply

Please email a cover letter and resume to jobs@wolfesneck.org with Grants Finance Manager as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. 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 April 1st will be given priority. For further information visit our website at: www.wolfesneck.org

Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity laws, does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior work experience, and references from previous employers.