



## New Mexico Foundation Job Description

Title: Fiscal Sponsorship and Outreach Coordinator
Department: New Mexico Foundation
Reports to (title): President and CEO
Location: Santa Fe, NM
Exempt/non-exempt status: Exempt

### **Summary:**

Reporting to the President & CEO, the Fiscal Sponsorship and Outreach Coordinator will be responsible for the day-to-day management of the Foundation's fiscal sponsorship and outreach activities. The Fiscal Sponsorship and Outreach Coordinator ensures that advisors of fiscally sponsored (FS) projects are promptly assisted, questions answered, research completed, and reports provided. Responsibilities also include setting up new FS projects and maintaining their records. This is a 32-hour position.

### **Responsibilities:**

#### **Fiscal Sponsorships:**

- Manage, implement process and procedures for a dynamic Fiscal Sponsorship Program to ensure compliance with Federal and State laws, while creating greater non-profit capacity and technical assistance to sponsored projects and organizations, with an emphasis on strong fiscal oversight and thoughtful growth of program.
- Provide technical assistance to nonprofits and nonprofit partners, especially our fiscal sponsor partners.
- Identify and respond to opportunities to highlight NMF's commitment to the community and the impact of its programs to internal and external audiences.
- Respond to general requests from FS Advisors
- Set up new FS partner files and other on-boarding processes
  - Create draft agreements and folders
- Manage records/important documents in physical and electronic folders
  - e.g., agreements, grant documents & contracts, official letters
- Assist with grant documents and mailing:
  - Documents needed for grant applications
  - Grant acknowledgment documents, signatures, & contracts
- Scan and forward important materials (e.g., important checks, grant documents) to FS Advisors
- Train FS Advisors on the use of online Foundation Center Directory
- Respond to Letters of Inquiry
- Assist current fiscal sponsorship partners with general inquiries.
- Create documents for FS projects as needed (e.g., agreements, proof of fiscal sponsorship, invoices)
- Regularly check for possible grant opportunities and forward to FS Advisors
- In coordination with program team, present all Fiscal Sponsorship applications to Program & Grants Committee on a monthly basis.

#### **Community Outreach:**

- In coordination with President/CEO, seek opportunities to create partnerships to build grant making impact.



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- In coordination with other team members, cultivate relationships between NMF, current and prospective donors, and agencies in the community.
- In coordination with program team members, participate in monthly program team meetings, contribute to communications, reports and information.
- Participate in public meetings, policy advocacy, advisory committees, educational conferences, specific events in the areas of priorities of the NMF and report/share with President/CEO and program team.

### **Equal Opportunity Employment:**

NMCF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

### **Americans With Disabilities Act:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Updated 3/10/20