



## **New Mexico Foundation Job Description**

<b>Job Title:</b> Finance Grants Manager
<b>Department:</b> Finance
<b>Reports to:</b> Finance Director
<b>Location:</b> Santa Fe, NM
<b>Exempt/Non-Exempt status:</b> Non-Exempt, full-time

### **About New Mexico Foundation**

Established in 1983, New Mexico Foundation (NMF) supports the diverse people, communities, and nonprofits throughout our state. As the only statewide community foundation, NMF has distinguished itself as a nationwide leader in philanthropy through our trust-based, grassroots approach. We work to improve the quality of life for all residents of New Mexico in three main ways:

- We establish funds to provide grants, partnering with local and national philanthropic organizations to build programs and provide community funding.
- We provide investment management and services for donor-advised funds and agency endowments.
- We sponsor over 65 small community organizations as their fiscal agent while they build capacity over time to stand on their own.

### **Our Mission**

To steward community resources, build partnerships, and create opportunities that transform lives throughout New Mexico.

### **Position Summary**

The Finance Grants Manager provides critical financial and technical support for the grants, contracts, and governmental agreements received by fiscally sponsored projects and New Mexico Foundation (NMF). The person selected will work closely with the Finance Director, Development Director, and Program Director.

The Finance Grants Manager reports directly to the Finance Director and establishes and ensures compliance with strong financial and administrative procedures

The Finance Grants Manager believes in the vision, mission, and values of NMF and, in principle and practice, is committed to diversity, equity, and inclusion. They support NMF's Strategic Plan as the guidepost for realizing them.

## **Responsibilities**

- Provides grant research, procurement, and compliance expertise to NMF team, making sure that NMF team understands and meets all grant, contract, and governmental agreement requirements for both fiscally sponsored projects and NMF
- Provides financial management and analyses for complex grants and projects
- Works with the Finance department to set up grant budget coding and track revenues.
- Supports program staff in setting up grant-funded contracts with consultants and reviewing invoices
- Facilitates any audits by external granting agencies
- Develops and maintains a database of grant financial documentation for historical reference and compliance purposes, ensuring the confidentiality and security of financial records
- Monitors grant related accounts receivables and accounts payable to ensure timely incoming and outgoing cash flow
- Supports the Program staff in the monitoring of grant budgets and their financial reporting needs
- Collaborates with program staff and the finance director in the development of grant proposals, providing financial data and budget estimates as needed.
- Performs general accounting functions specific to grants such as posting journal entries, reclassing expenses, allocating costs, and supporting month-end close reconciliations.
- Reviews and processes reimbursement requests from subrecipients, and manages tracking and issues related to subawards
- Prepares, maintains, and tracks complex or extensive billings and financial information for grants as required.
- Prepares projections and forecast cash needs within programs.
- Assists the finance director in annual audit preparation, including supporting analyses and schedules, including the schedule of expenditures of Federal Awards. Assist auditors by researching issues, creating reports and responding to audit findings
- Performs financial analysis and reviews as requested
- Participates in implementation, improvement, and oversight of fiscal policies and procedures, with an emphasis on creating efficiencies
- Provides excellent customer service and respond in a timely fashion to inquiries from staff, vendors, customers and other stakeholders
- Professionally represent NMF in interactions, both verbal and written, with partners, funders and staff

## **Education/Experience Requirements**

- Bachelor's degree or higher educational training
- Experience in non-profit accounting
- Ability to write clearly and accurately
- Proficiency in CRM and Finance software

## **Qualities**

- Passionate about New Mexico Foundation's Mission
- Motivated and able to take initiative
- Able to multi-task
- Excellent communication and organizational skills
- Experience and sensitivity to the needs and expectations of a multi-cultural work environment

## **Benefits**

- Competitive salary, based upon experience
- Competitive benefit package

## **How to Apply**

To apply for this position, send your resume and a one-page cover letter to Nancy Pope, Development and Operations Director at [npope@newmexicofoundation.org](mailto:npope@newmexicofoundation.org)

## **Application Deadline**

Friday, October 4, 2024, 4:00 p.m.

## **Equal Opportunity Employment**

NMF 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.

## **American 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 the applicable law.

Disclaimer: The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. NMF has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.



### **New Mexico Foundation**

8 Calle Medico

Santa Fe, NM 87505

[info@newmexicofoundation.org](mailto:info@newmexicofoundation.org)

505.820.6860

Learn more about our work at [www.NewMexicoFoundation.org](http://www.NewMexicoFoundation.org).

September 10, 2024