



## New Mexico Foundation Job Description

Title: Fiscal Sponsorship Manager
Department: Finance
Reports to: Finance Director
Location: Santa Fe, NM
Exempt/non-exempt status: Exempt/salaried
Deadline to apply: May 19, 2025
To Apply: Please send a cover letter and resume to <a href="mailto:info@newmexicofoundation.org">info@newmexicofoundation.org</a>

### **Summary:**

The Fiscal Sponsorship Manager is responsible for the day-to-day management of the Foundation's fiscal sponsorships.

The Fiscal Sponsorship Manager assures that fiscally sponsored (FS) projects are promptly assisted, questions answered, and research completed. Responsibilities include setting up new FS projects, onboarding new organizations, maintaining records, providing timely reports, as well as participating in monthly meetings of the Grants Committee. This is a 40-hour a week position.

### **Responsibilities:**

#### **Fiscal Sponsorships**

- Serve as primary liaison between New Mexico Foundation (NMF) and FS projects.
- Meet regularly with FS projects, in order to strengthen relationships and support operations.
- Manage and oversee FS project budgets and reports, including updating grant budget information in NMF software.
- Respond to letters of inquiry and determine whether new projects fit with NMF's mission.
- Present new FS applications to Grants Committee for approval.
- Manage, implement and revise policies and procedures for a dynamic fiscal sponsorship program to ensure compliance.
- Provide technical assistance to FS projects, with an emphasis on strong fiscal oversight, grant opportunities, and other resources to support thoughtful growth of program(s).
- Manage all on-boarding processes for new fiscally sponsored projects (ex.: creating and executing agreement between fiscal sponsored project and NMF).
- Work with NMF President and CEO and other directors to facilitate signing of agreements and paperwork needed by FS projects.
- Assist FS projects with review of grant documents and other paperwork, as needed. Manage all records and related correspondence.
- Ensure fiscally sponsored projects understand NMF's financial procedures.
- Work closely with Finance Director and other finance staff to ensure: FS project payment requests are in compliance, monthly financial reports are accurate, cohesive, and sent in a timely manner.
- Work with NMF development staff to ensure FS project donation websites are created, and donations are tracked and recorded accurately.
- Troubleshoot general issues and address inquiries from FS projects, as needed.



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### Education/Experience

- A Bachelor's degree.
- Minimum five years of experience in philanthropy, accounting, nonprofits or project management preferred.

### Knowledge, Skills and Abilities

- Ability to review and understand documents such as grant agreements, contracts and other paperwork received by FS projects.
- Excellent communication and organizational skills.
- Attention to detail and deadlines.
- Ability to maintain confidentiality.
- Ability to multi-task and adapt to a changing work environment.
- Ability to receive feedback from supervisor and be a team player.
- Strong interpersonal and networking skills among diverse constituent groups.
- Knowledge of New Mexico's nonprofit sector.
- Proficiency in Microsoft Office.
- Experience in Sage Intacct a plus.

### **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.

### **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.

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. New Mexico Foundation has the right to revise this position description at any time. This position description is not a contract of employment and does not alter an employee's at-will employment status.

Updated 5/2/2025