Finance Coordinator, Grantmaking

Full-Time

Salary Range Starts at: $42,200

The Finance Coordinator, Grantmaking provides service excellence to the community (donors, agencies and Community Foundation staff) by performing fund accounting functions, including the processing and management of grant applications and requests. Follows strict guidelines for grant processing and communicates with donors and fund representatives as needed.

The Work

• New Donor Development
  • Coordinates the grant processing effort for all components of compliance
  • Maintains contact for grant suggestions
  • Ensures compliance with Foundation grantmaking policies and procedures
  • Ensures IRS Pension Protection Act compliance for donor advised grants
  • Oversees and monitors the accuracy and timely distribution of all grants
  • Manages and executes grant requests utilizing electronic (ACH) transfers
  • Processes and performs grant entries; posts grant history, account payables and general ledger
  • Develops and implements new procedures for grant processing and due diligence requirements
  • Works in collaboration with Foundation staff to manage grant information and applications
  • Serves as the point person for interfund grants
  • Performs various fund accounting functions, interfund transfers, generation of financial reports and resolution of grant fund accounting problems
  • Documents and continually updates RE and GE constituent records

• Cash Flow
  • Maintains and reconciles cashflow worksheet to monitor unrestricted fund spendable balances
  • Research, evaluate, and advise on strategies to increase donor pipeline per current trends

• Audit
  • Prepares and reconciles grant reporting for audit and support auditors during annual audit
  • Provides support and implements recommendations for internal control audit

• Donor Relations
  • Responds to donor/fund inquiries regarding grant history, report requests and fund balances

The Place

• Our employees are highly engaged, passionate about their work, and the work of the Community Foundation
• One of the 101 Best and Brightest West Michigan Companies
• You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

What You Need to do the Work

• Associate’s degree or equivalent combination of associate’s degree and relevant work experience
• Two to four years of progressively more responsible experience including experience working with nonprofit organizations
• Must have strong computer skills, including word processing and spreadsheet applications
• Must be detail oriented and able to work with little supervision

What We Offer

• A competitive wage and benefits package
• A team-oriented, performance excellence culture
• Open Workspace