



Job Description: **Director of Finance and Grants Management**
Reports to: Executive Director
Date Revised: 01/06/2023
Salary Range: \$80,000-\$85,000
Benefits: MR currently pays 85% of the premiums for company provided health insurance, and 70% for the added premiums of family members; Dental; life/disability insurance; 401(k)
Office: 3411 W. Diversey Ave., Chicago, IL 60647 (flexible in-person/remote-work schedule)

Organization Overview: Manufacturing Renaissance (MR) is a Chicago-based nonprofit organization, founded in 1982. MR's mission is to advance inclusive sustainable development anchored in manufacturing. MR operates through two program areas: 1) Career Pathway Services: expose, inspire, train, and prepare youth for career track jobs in manufacturing; 2) Manufacturing Ecosystem Services: expand the coalitions, technical assistance supports and policies that support manufacturing-related programs that advance scalable, sustainable development.

Position Description: The Director of Financial and Grants Management is primarily responsible for the management of the finance and grants administrative functions that support the organization. Duties include general accounting, analyzing financial information and preparing financial reports for internal and external purposes, working with program staff to maintain compliance with grants and contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Financial Management:

- a. Compile, analyze and present monthly financial reports. Prepare entries to accounts and cash flow analysis statements by also recommending the accounting of reserves, assets, and functional expenditures.
- b. Implement a robust contracts management and financial management reporting system; ensure that contract billing and collection schedule is adhered to, and that financial data and cash flow are steady and support operational requirements.
- c. Prepare a monthly compliance calendar including monthly reconciliation reports for federal contracts and various ledger accounts and banks to ensure proper grant administration and implementation, in full compliance with applicable law and contractual obligations, including, but not limited to, IRS (payroll taxes, forms 1099, form 990 annual return), DOL (Form 5500 401(k)), State of Illinois (AG990 annual return, SUTA) and City of Chicago contracts.
- d. Distribute expenditures, encumbrances, invoices, receipts, and receivables according to schedules.
- e. Audit contracts, orders, and vouchers.
- f. Determine proper handling of financial transactions and approve transactions within designated limits.
- g. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- h. Coordinate and lead the annual audit and tax return preparation process, liaise with external auditors and the finance committee of the board of directors. Provides supporting schedules and ad-hoc reports during process.
- i. Create organization and project budgets in conjunction with ED and program staff and track project expenditures and revenues.
- j. Prepare management reports for the purposes of process improvement.
- k. Analyze project data to develop pricing methodology/schedule.



- l. Attend Board meetings and/or Finance committee meetings to present financial information and answer questions related to financial activity.
- m. Maintain banking and insurance relationships.
- n. Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- o. Create a risk management system for new contracts and prospective financial opportunities.

2. Grants Management

- a. Manage all grant and fee-for-service contracts. Collaborate with program staff to ensure regulation compliance, following the grantor's guidelines, liaising with the grantor, and evaluating the performance of assigned programs and projects.
- b. Develop strategies that can improve grant administration processes.
- c. Prepare and monitor budgets and analyze financial data.
- d. Support senior management in researching and preparing proposals for funding opportunities.
- e. Support senior management in preparing program and financial reports for grant and fee-for-service contracts.

QUALIFICATIONS:

- Minimum of Bachelor's degree required, finance related degree preferred; MBA or CPA preferred.
- Minimum 5 years' experience of non-profit finance/accounting background required.
- Experience leading an annual budgeting process.
- Experience managing government grants.
- Experience managing at least 1-2 staff.
- Must be able to pass appropriate criminal background check.
- Able to demonstrate excellent literacy and communications skills – strong reading comprehension, writing, interpersonal skills.
- Must have excellent computer/internet literacy skills, and proficient in using all Microsoft Office applications and web applications associated with Google.
- Able to demonstrate high level of initiative, professionalism, and ability to work with diverse stakeholders in a dynamic environment.
- Ability to adapt quickly to challenges and changing environments.
- Capacity to handle confidential information in a professional and discrete manner.
- Knowledge and experience using accounting software.
- Knowledge and experience using Payroll Systems.

Apply to Erica Staley, Executive Director, estaley@mfgren.org