

DIRECTOR OF PLANNING & GRANTS MANAGEMENT

THE ORGANIZATION

New Profit is a nonprofit venture philanthropy organization that backs breakthrough social entrepreneurs who are advancing equity and opportunity in America. New Profit's strategy focuses on building a breakthrough portfolio of grantee-partners to take on entrenched systemic challenges in America, including by driving resources and support to Black, Indigenous, and Latino/a/x social entrepreneurs who have unique proximity to solutions, but face stark racial funding disparities in philanthropy; and investing in social entrepreneurs with new systems change models across a range of issues.

New Profit is an intermediary, funded almost entirely through gifts & grants, both restricted & unrestricted (many of which are multi-year and multi-program in nature), from individuals, corporations, foundations, and other grant-making organizations.

OUR COMMITMENT

As an equal opportunity employer, New Profit recognizes the power of a diverse community and strongly encourages applications from individuals with varied experiences, perspectives, and backgrounds. The more inclusive we are, the better our work will be.

THE OPPORTUNITY

The Director of Planning & Grants Management (Director) will be primarily responsible for both org-wide financial planning and overseeing all aspects of restricted grants management. This includes owning & operating our financial planning system (Vena Solutions) and managing the consultant that supports system development & upkeep. As well as monitoring, supporting, and ensuring effective life cycle administration, grant budget management, and compliance for grants from foundations, corporations, and other non-profit organizations.

The Director will ensure sound fiscal management; funder reporting; coordinating with program managers to ensure compliance with the terms and conditions of grant and contract agreements, as well as the organization's accounting policies and procedures; and assisting program staff in monitoring subrecipient awards. The Director will also work closely with internal constituents on grant budget preparation, partner with the Director of Finance to ensure costs are necessary and reasonable and are treated consistently per all contract provisions and best practices.

The Director of Planning & Grants Management will report to the Chief Financial Officer.

SPECIFIC RESPONSIBILITIES

Financial Planning

- Coordination of financial planning, budgeting & reporting with operating units, using Vena Solutions
- Monitor, automate, and improve business process applications and procedures to help align the systems, software, and applications
- Work closely with staff to prepare annual budgets and update forecasts on an ongoing basis
- Prepare, review, and advise on financial deliverables for donors, clients, and projects
- Design and implement new processes, including identifying opportunities for efficiency and streamlining whenever possible
- Develop financial reporting strategies and tools to meet donor, client and project needs as needed
- Provide nonprofit financial expertise and analysis to internal program staff as needed

Management of Grants

- Steward New Profit's restricted assets, funder reporting, and coordination with the program side of the business
- Support Investor Relations with grant writing & proposals
- Assist program managers in complying with grant financial and program requirements.
- Track funding and communicate routinely with program managers with an eye on fund balances, spend-down plans and preparation of internal and external fiscal reports.
- Complete financial reporting for funders as required.

Program Collaboration

- Manage relationships and integrates planning software updates with operational and other support vendors
- Use data analytics to provide information and reporting to key stakeholders as needed.
- Train and develop internal customers on utilization of planning system & tools to ensure consistent application and understanding throughout the organization.

TO APPLY

New Profit has retained **CliftonLarsonAllen** to spearhead our search efforts.

To apply please send your resume and note of interest to Octavia M. Gilmore, National Search leader at: octavia.gilmore@claconnect.com

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ESSENTIAL QUALIFICATIONS

- 10 +years of progressive financial planning and analysis experience; overseeing restricted grants is highly preferred.
- Strong analytical, thought and problem-solving skills.
- Technical proficiencies: Advanced Microsoft Excel, cloud based and planning software highly preferred, i.e., Salesforce; knowledge of financial and accounting best practices, including GAAP.
- Proven project management and leadership skills, with the ability to manage multiple projects and competing priorities.
- Ability to simplify and explain complex financial concepts, and a problem-solving mindset.
- Excellent verbal and written communication skills.
- Willingness to work collaboratively across departments and consider innovative ideas.
- Superior organizational skills combined with a strong attention to detail.
- Comfortable working independently and with remote team members.
- The ability to manage multiple, detailed projects with the ability to follow through and drive toward deadlines.
- Elevated level of emotional intelligence, poise, and professionalism and commitment to customer service.
- Authorized to obtain employment in the United States; our offices are located in Boston, New York and D.C.
- Passion for the mission of New Profit.

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