

# Grant and Finance Director

## JOB DESCRIPTION



### ABOUT THE RHODE ISLAND FOOD POLICY COUNCIL

The Rhode Island Food Policy Council (RIFPC) is a statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption and waste management. We operate with a volunteer board, a professional staff, and hundreds of members and partners from across the Ocean State. More information about RIFPC can be found at [www.rifoodcouncil.org](http://www.rifoodcouncil.org).

RIFPC seeks a full-time **Grant and Finance Director**, reporting to the Associate Director. The primary day-to-day objectives of the person in this role are to work with program and executive staff to oversee administration of the EPA Environmental and Climate Justice Community Change Grant (ECJCC) award made to RIFPC which funds the “**From Food Waste to Opportunity**” project while preparing systems that benefit the RIFPC portfolio of grants ensuring:

- Projects are implemented within budget, and grant expenditures are aligned with grant objectives
- Compliance with funding agency guidelines and requirements, analyzing allocable expenses and formulating projections, and compliance with 2 CFR 200 as applicable
- Integrity of all financial transactions and reporting in the context of grant awards through accurate monitoring and tracking of expenditures, and preparation of necessary financial reports

The Grant and Finance Director will collaborate closely with the Associate Director, Executive Director, and Food, Climate, & Environment Program Director on the development of appropriate policies and systems to manage grant activity and reporting. The Grant and Finance Director will also assist the staff in ensuring that the financial aspects of new grant proposals are consistent with the policies and procedures developed.

The ideal candidate for this position will be:

**Highly experienced in grant and financial management**, including management of large, complex, multi-year federally funded grant awards.

**An accountable teammate.** Someone who can be relied on to manage multiple complex deadlines, ensuring that all appropriate staff are kept up-to-date.

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**An open, confident communicator.** Someone who is comfortable training staff and contractors in groups and speaking in one-on-one conversation.

### RESPONSIBILITIES

#### Grant & Contract Compliance

- Oversee and monitor the complete life cycle of the ECJCC Grant including but not limited to: managing grant reporting deadlines, monitoring the budget and spending status of assigned grants, and ensuring requirements for monitoring and financial reporting are met for all federally funded grant programs as required by 2 CFR Part 200
- Build relationships and serve as a liaison with appropriate staff in funding organizations responsible for reporting and compliance, and with subcontracting and otherwise contractually obligated entities
- Provide financial oversight and management of grant award funding and communicate with appropriate grantor staff members on questions/issues
- Review financial transactions allocated to grant awards to ensure reasonableness, consistent treatment, and availability of funds
- Analyze and monitor projects' fund and cash balances to keep the executive and project staff informed of status
- Monitor subcontracted and subawarded partner organizations' compliance with federal regulations to ensure adherence to policies, procedures, and reporting requirements
- Work with Associate Director and other staff to ensure appropriate internal controls for all contracts and grants management functions
- Supporting RIFPC staff in building/improving systems to ensure financial and operational compliance and best practices
- Support audit processes, providing all required documentation

#### Accounting

- Work with RIFPC's accounting firm to ensure timely and accurate processing of payables, deposits, and billings
- Lead monthly grant staff allocation process and reconciliation of staff allocations
- In collaboration with the organization's Associate Director, determine financial charges that are allocable to the grant award. Ensure correct allocation of salaries charged to projects, and provide weekly staff reports on time charged to projects
- Review all materials provided by external accounting and billing firms, guiding their priorities, monitoring their workflow, and providing leadership while ensuring accountability for their outcomes

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### **Budget Analysis & Reporting**

- Prepare and manage grant budgets, and initiate requests and provide information for budget revisions or amendment requests. Prepare, complete, submit, and ensure accuracy and timeliness of all financial and close-out reports, and review financial and tax reports prepared by accountants.
- Assist with the development of a Federal NICRA proposal. Once established, reconcile monthly organization indirect cost rate.
- Review subcontracted partner organizations' financial reports, and oversee and track payments to them.

Other duties may be assigned by the Associate Director to support the financial and grant management functions.

### **QUALIFICATIONS & EXPERIENCE**

- Five or more years of experience managing grants and nonprofit finances required.
- Working knowledge of relevant regulations and requirements to meet government and grantee regulations and reporting requirements for grant financial activities, including the Code of Federal Regulations / OMB Uniform Guidance required
- Proficiency with accounting/financial software (preferably Quickbooks, Gusto, and bill.com, spreadsheets and data management systems required
- Sophisticated nonprofit fund and federal grant accounting and management knowledge required
- Experience in preparing reports for submission to funders, preparing regular budget reports, and conducting other financial analyses (e.g. variance)
- Ability to interpret and apply organizational, philanthropic, and agency policies.
- Ability to understand, analyze and interpret financial information in varying formats (including general ledgers) and complete required reports
- BA/BS degree in business administration, nonprofit financial management, economics, public administration, or accounting preferred
- Strong ability to organize workload when faced with competing priorities and to complete work assignments on a timely basis
- Excellent attention to detail and accuracy in work product
- Demonstrated high level of confidentiality/professionalism. Excellent interpersonal, communication, and organizational skills
- Ability to work both independently and collaboratively in a team environment
- Demonstrated skill in providing a high level of service to, and effective relationship building with, multiple internal and external constituencies
- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook
- Proficiency in use of common desktop/web applications

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The **Grant and Finance Director** reports directly to the **Associate Director**. Some work will be conducted remotely, while other work will require travel around the state. Most hours are flexible, but consistent “in-office” hours are expected. Attendance for in-person activities will be scheduled as needed.

The salary for this position is \$75,000-\$80,000 annually. RIFPC offers a comprehensive benefits package, including retirement and healthcare benefits, a generous holiday and vacation policy, a flexible workplace, and a collegial environment.

To apply, send: a cover letter and resume to [info@rifoodcouncil.org](mailto:info@rifoodcouncil.org) with **Grant and Finance Director** in the subject line.

RIFPC is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have personal and/or professional experience with people affected by the inequities in the industrial food system are encouraged to apply.