



CHINOOK FUND

Finance and Operations Manager

Job Description created March 2021

Reporting Relationship: Executive Director

[Chinook Fund](#) supports grassroots organizations working on issues of social and economic justice; by pooling our collective resources, we seed groups making a positive, systemic impact to improve the quality of life for all Coloradans. Since our founding in 1987, Chinook Fund has awarded over \$3.6 million in grants to more than 380 grassroots groups in Colorado.

Chinook Fund is both a fundraising and grantmaking organization. We award small grants to grassroots organizations that build power for social change. Funds for these grants are primarily raised through the organization's Giving Project, which unites a diverse group of people from all class backgrounds to strengthen their fundraising, grantmaking, and community building skills. The Giving Project is an innovative model for funding social change and fostering leadership. www.chinookfund.org

Position Summary

The Finance and Operations Manager is a full-time, exempt employee and reports to the Executive Director. This is a newly restructured position, on a team of five. The Finance and Operations Manager is responsible for managing financial and operational systems, processes, administration, and internal controls in support of the organization's mission. The position's primary goal is to ensure the day to day business and financial operations of the organization run effectively and efficiently. We envision our staff as a fully collaborative team in service to our mission which includes participation in grassroots fundraising activities, program outreach, and other support as necessary.

Employment Type

Full time, exempt position with a 32-hour standard work week. This position is based at Chinook Fund's office at the Posner Center in Denver, CO. Chinook Fund encourages a healthy work-life balance for its entire team. The 32-hour work week enacted at the start of the pandemic has been made permanent.

****A NOTE ABOUT LOCATION:** *Chinook Fund is located in downtown Denver. The safety of our staff is our number one consideration, and currently our employees are working remotely in response to the Covid-19 pandemic. We are monitoring and following public health guidance. This position typically goes into the office 2-3 times a month to retrieve mail. Staff may be required to work from our Denver office, on a part-time basis, when it is deemed safe to do so again. Please note, Chinook Fund's healthcare plan is specific to the Denver/Boulder metro area.*

Compensation and Benefits: \$50,000 to \$60,000 depending on experience, plus benefits. Chinook Fund offers a competitive benefits package including 100% employer paid health, dental, vision, and long term disability insurance; paid parental leave; SEP IRA tax-deferred individual retirement account with a 5% employer contribution after 3 months; professional development and wellness funds; work from home reimbursement (during Covid restrictions); and annual paid vacation (15 days), sick leave (12 days), paid

holidays (12), and personal days (3). Additionally, Chinook Fund offers a 2-month paid sabbatical leave after 5 years of full-time employment.

Responsibilities by Function

Internal Operations & Administration- (Approximately 30%)

- Maintain internal office systems: phone, computers, cloud-based email & file management system, CRM and database systems, fax, physical mail
- Act as primary liaison with all vendors (i.e. Foundant, insurance brokers, accountant)
- Support ED with new hire paperwork, including benefits enrollment
- Maintain vendor relations and seek out cost-effective and values aligned alternatives
- Manage fulfillment of 501c3 tax related requirements
- Drive organizational initiatives that contribute to long-term operational excellence
- Maintain archival and administrative files, equipment & supplies inventory, and office supplies

Fundraising & Grants Administration

- Support Grassroots Fundraising Manager with errors in monthly donor gift processing and by ensuring accuracy with donation data including individual contributions, donation acknowledgments, categorizing by fund, and other administration
- Manage data entry of rapid response grant applications, installment dates, and payment details into the online grant portal
- Conduct data entry and records updates in CRM and other systems as needed
- Participate in individual donor fundraising activities, such as Colorado Gives Day.

Business & Finance Operations (Approximately 70%)

Bookkeeping and Accounting

- Maintain and manage all accounts payable/ receivable (AP/AR) transactions, controls, and accounting procedures, using Foundant Community Suites fund management software, producing reports as requested
- Ensure all AP/ AR requests are resolved and communicated in a timely manner to internal and external parties
- Provide accountant with documentation needed to produce monthly financial statements
- Reconcile monthly activity working closely with the accountant and ED
- Manage syncing and integration of grant approval between the online grant portal and funds management software to process and disburse grant awards
- Manage grantee contracts and reimbursement requests
- Keep financial files organized, up-to-date, and accessible for treasurer, auditor, etc.
- Stay up to date on best practices to recommend and implement improvements to systems

Finances

- Generate quarterly financial and cash flow reports for the Board, monthly Cash in Hand reports, and review monthly financial reports prepared by accountant
- Prepare budget figures for annual operating expenses to support the development of annual organizational budget with ED
- Monitor cash flow and bank transfer needs with ED oversight
- Prepare annual audit materials, 990, and 1099s with the support of the accountant

Job Duties may include other tasks as appropriate

Required Qualifications

- At least one-year project and/or financial management experience—demonstrated initiative and ability to create and execute a plan that meets goals & objectives, devise and implement systems, and evaluate and improve based on feedback
- Detailed oriented, systems thinker with a passion for spreadsheets, organizational systems, and data integrity
- Excellent computer skills with proficiency in Microsoft Excel, and database systems
- Demonstrated commitment to social justice and the mission
- Strong social justice analysis, including personal awareness about race and class privilege, demonstrated commitment to issues impacting Chinook Fund grantees, and a willingness to engage in values aligned conflict resolution internally and externally
- Strong interpersonal communication skills, including active listening, receiving and giving feedback, and communicating across teams
- Open to direction and collaborative work style and commitment to get the job done
- Ability to connect with people from a wide array of backgrounds and identities
- Ability to learn quickly, take initiative, effectively solve problems, and work well under pressure
- Willingness to work as a team on a variety of tasks
- Willingness to work occasional evenings and weekend

Preferred Qualifications and Qualities

- At least a year of experience in financial management, accounting, bookkeeping, or related area
- Experience in office management, human resources, benefits, and/or related administration
- Knowledge of tax and other compliance implications of 501c3 non-profit status
- Experience with Chinook Fund constituency and/or grantees
- Knowledge of or experience in social justice philanthropy and/or participatory grantmaking
- Grounded, authentic, non-judgmental, curious, generous of spirit, and with a sense of humor
- Proficiency with Foundant Community Suites, Microsoft Office, Google Suites

To Apply:

Please submit your cover letter and resume in PDF format to [hiring@chinookfund.org](mailto: hiring@chinookfund.org). In your cover letter, please respond to one of the following questions:

- Share a social justice issue you are passionate about and why; or
- What social justice leader, movement, or writer inspires you?

Priority will be given to applications received by May 28, 2021. The target start date is mid-July. Flexibility will be given for the candidate with the best fit. References will be requested from finalists.

Chinook Fund is an equal opportunity employer that centers racial justice in its work internally and externally. We are committed to equity and diversity and to the recruitment and retention of people from backgrounds traditionally excluded from philanthropy, including Black, Indigenous and people of color, LGBTQ+ individuals, and people with disabilities.