

OBICI HEALTHCARE FOUNDATION
ASSISTANT DIRECTOR OF FINANCE AND GRANTS
JOB DESCRIPTION

REPORTS DIRECTLY TO PRESIDENT AND CEO

Job Summary: The Assistant Director of Finance and Grants position is a key Foundation professional and works with the Director of Finance to ensure the timely implementation and accounting of finances and investments according to Foundation policies and procedures and is also responsible for coordinating and maintaining the grantmaking processes, systems and data.

RESPONSIBILITIES

- **Financial Management and Planning:** Prepares timely income and expense data and projections for the organization overall and for program specific budgets. Works with Director of Finance and external contractors in preparing Audit and 990 documents. Schedules grant payments and prepares electronic submission to Finance. Responsible for preparing and updating annual benchmark and performance measure reports.
- **Investment Management and Analysis:** Works with the Director of Finance to ensure compliance to the Foundations investment policies and monitor performance including the coordination of cash calls and distributions with custodian and Investment Advisor.
- **Financial Reporting:** Prepare all necessary and requested reports and financial statements for the board of directors, audit, finance and investments committees, and special projects assigned by the CEO.
- **Grant Data Management:** Oversight of the Foundation's grants management system, maintaining data integrity and customizing the system to meet the needs of the Foundation. Attend grant management learning opportunities and maintain appropriate professional memberships for department. Contribute to Foundation-wide strategic planning and activities. Initiate and carry out recommended changes in grants management processes.
- **Assessment and Research:** Conduct research and due diligence related to the grants program and potential grantees, including reviewing the financial health and tax status of grant applicants. Keep abreast of promising technology and best practices and make recommendations for incorporating them into Foundation work.
- **Administrative Duties:** Maintain complete records of communications and transactions with grantees. Create and revise grants administration processes and procedures for review and approval by CEO.
- **Grant Reporting and Communication:** Prepare regular status updates on active grants as part of board dockets/materials. Contribute to creation of and updates to grant content on Foundation's annual report and website.
- Executes special projects and all other activities and duties as assigned.
- Assistant Director of Finance and Grants responsibilities will be carried out in accordance with the Bylaws and other policies established by the Board of Directors. Teamwork and

communication are essential for meeting Grants Manager responsibilities and achieving Foundation objectives.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Financial or Business Administration required; Master's degree or Certified Public Accountant preferred
- Knowledge of GAAP and FASB standards as they apply to nonprofit agencies
- A minimum of three years of post-college experience, some portion in the nonprofit or governmental sector is desired, accounting experience preferred
- Strong interpersonal and collaboration skills; proven ability to be flexible in a team-oriented approach with diverse groups of people
- Strong written and oral communication skills
- Strong analytic and problem-solving skills
- Experience with design and analysis of project budgets
- Excellent planning, organizational, multi-tasking and time management skills
- Computer literate, experience working with databases strongly preferred

PHYSICAL REQUIREMENTS

Work is mostly done in an office setting but will often require traveling to offsite meetings and conducting site visits. This work can require driving and standing for long periods of time. Employee must be able to work under pressure, meet tight deadlines, and work after hours when necessary.

The Obici Healthcare Foundation is an equal opportunity employer and as such is committed to equality of opportunity for all its employees. Reasonable accommodation will be considered to employees requiring such to perform the essential functions of the position.

SALARY AND BENEFITS

The compensation and benefits at the Obici Healthcare Foundation are very competitive with industry leaders. We value and support life and work balance and encourage and support our employees in seeking opportunities to enhance their careers through ongoing development of their skills and abilities.

HOW TO APPLY

Submit a cover letter and resume to:

Obici Healthcare Foundation
ATTN: Annette Beuchler
106 W. Finney Ave.
Suffolk, Va. 23436

Or email
info@obicihcf.org

No phone calls please

For more information on Obici Healthcare Foundation click on the link below.

<https://www.obicihcf.org>