

Job Title: Fund Development Manager

Position: Full-time; Salaried; Exempt \$62,400 Annual

Date of Document: 1/21/2023

Summary Description: The Fund Development Manager is the lead responsible for writing and submitting multidisciplinary, and multi-collaborative grant proposals, ranging in size, scope and complexity, to a wide range of public and private external funding agencies and organizations, such as foundations, corporations, government, and other institutions. This position will support budget development, prepare grant and stewardship reports to corporate and foundation donors, and manage the grants tracking process for NOFA-NY in its entirety including our principal organization NOFA-NY Inc and our subsidiary NOFA-NY Certified organic LLC supporting at onset a budget 2.5M. This position will also engage in other development writing projects related to strengthening NOFA-NY's fundraising capacity. The Grant Development Manager will report to the Executive Director and take direction from the Certification Director.

Reports to: Executive Director

Supervises: Accounting Department Staff (as appropriate)

Principal Responsibilities: Development and tracking of Federal, State and Private grant awards. Ensuring the finances are in order, preparing the annual budget, recordkeeping, and systems management.

1. Grant Development and Administration Development

Responsible for leading proposal and application process and timely reporting of all federal, state, and private grants. Ensures staff time is equally allocated to relevant grant.

- 1) Prioritizing grant applications and collaborating with program leadership, staff, and other subject matter experts to ensure alignment of funding opportunities with strategic priorities
 - a) Confirming program and staff capacity to meet funding criteria and deadlines
 - b) Supporting the development of project budgets and logic models
 - c) Supporting the writing and submission of private, state, and federal grant budget proposals
 - d) Monitoring changes to grant submission portals and procedures and ensure ongoing compliance with supporter requirements.
- 2) Actively engage in ongoing prospect research that identifies funding opportunities that offer a favorable return on investment and advance strategic priorities
- 3) Develop a strong knowledge and understanding of key staff and program and policy areas, and the protocols for effective communications and interactions within the organization
- 4) Participate in the Fundraising Committee to advise on the development of multi-channel campaigns and events to increase individual giving, by providing perspective of organizations' financial standing (prioritizing, monitoring deficits, etc.) and systems in place to properly manage, maintain, and execute initiatives.

5) Support the Fundraising Committee in the execution of other fundraising related activities as needed.

Tasks: Track federal and state grants and ensure NOFA-NY is current with all requirements and approves billing. Support foundation grants proposals by providing budget justification and narratives.

Performance Indicators: Accuracy in tracking and reporting.

Priority: A; ***Percentage of Time:** 40%; **Average Weekly Hours:** 16 hrs./wk.; **Discretion:** II Time of year: Continuous

2. Financial Management

Responsible for leading the annual financial audit of NOFA-NY Inc including our subsidiary NOFA-NY Certified Organic LLC., communicating financial progress and grant budget reports, supporting accurate overall financial reporting, supporting budget development, and staffing the finance committee.

- 1) Facilitate grant financial tracking and collaborating with bookkeepers/accountants to ensure appropriate allocation of all income and expenses related to awards.
 - a) Coordinate all grant related financial tracking within systems including shared file systems, financial management systems, and staff reporting systems.
 - b) Develop and maintain grant management policy and procedures
 - c) Coordinate all grant related financial reporting: meet funding criteria and deadlines
 - d) Maintain legal and financial documents to support award allocations
 - e) Monitoring changes to grant reporting portals and procedures and ensure ongoing compliance with supporter requirements.
 - f) Manage vendor/subawards/individual contracts/agreements

5) Participate in the Finance Committee, providing relevant financial reports, including YTD budget to actuals, cash flow projections and monthly forecasting.

Tasks: Oversee all grant financial management for the NOFA-NY Inc and NOFA-NY Certified Organic LLC.

Performance Indicators: All reports are accurate and on time, accounts are reconciled, efficiencies are implemented between online database and QuickBooks.

Priority: A; ***Percentage of Time:** 40%; **Average Weekly Hours:** 16 hrs./wk.; **Discretion:** I Time of year: Continuous

3. Staff Management

Coordinates with Leadership Team to assist in program work planning and program budgeting, to ensure organizational goals and deadlines are met. Meets regularly with noted staff to monitor and support their progress, program deliverables and deadlines; evaluates on an annual basis.

Tasks: Develop, inform, and oversee grant tracking components to the Bookkeepers/Accountants

Performance Indicators: Supervision, time management, organization, communication, and interpersonal skills. **Priority:** A; ***Percentage of Time:** 5%; **Average Weekly Hours:** 2 hrs./wk.; **Discretion:** II Time of year: Continuous

4. Other Duties as Assigned

Is responsible for providing support for organizational programs as determined by the supervisor.

- 1) Attends weekly staff team meetings and quarterly full staff meetings
- 2) Participates in professional development training

Tasks: Compile data, office equipment and staff infrastructure, attend and work at special events, meeting facilitation, provide support to other programs and staff development, special projects to streamline operations.

Performance Indicators: Approaches requests outside specific job description with a positive and helpful attitude. **Priority:** C; ***Percentage of Time:** 15%; **Average Weekly Hours:** 6 hrs./wk.; **Discretion:** IV Time of year: Varies

QUALIFICATIONS

- Bachelor's degree in Business or Public Administration, Finance, Business Management or related field and minimum 3 years' experience in non-profit management/leadership. May consider degree in unrelated field with 5 years non-profit or finance experience.
- Must possess working knowledge of QuickBooks, Microsoft Word, Adobe Acrobat, and Excel.
- Proficient with learning database systems.
- Strong attention to detail and critical thinking.
- Project management experience, self-directed.
- Excellent analysis and writing abilities.
- Excellent organizational and communication skills.
- Strong interpersonal skills and the ability to work independently as well as part of a team.
- Ability to understand big picture.
- Preferred: Commitment to sustainable food systems, food processing, organic farming, or production experience desirable.

JOB REQUIREMENTS

- Some work outside of normal business hours.
- Valid Driver's License, Hybrid remote/in office position reports to Syracuse office at minimum one day per week and is required to attend quarterly staff meetings in Binghamton office additional travel to office as needed and occasional travel throughout NYS.
- Ability to sit at computer/desk for long periods of time.

* Percentage of time: Percentages are meant to be a guideline only.

Priority:

A—Results are essential and must be accomplished.

B—Results are important and should be accomplished, but not at the expense of A priorities.

C—Results are desirable, but should not be accomplished at the expense of A and/or B priorities.

Discretion:

I—Employee investigates situations, makes decisions, takes appropriate actions, reports by exception and through normal review processes.

II—Employee investigates situations, makes decisions, takes appropriate actions, reports to supervisor immediately after action is taken.

III—Employee investigates situations, recommends actions to supervisor, makes decisions with supervisor, takes appropriate action, reports to supervisor immediately after action is taken.

IV—Employee discusses situations with supervisor before investigating, makes decisions with supervisor, takes appropriate actions, reports to supervisor immediately after action is taken.