



A Full Service Domestic Violence Intervention and Prevention Program

POSITION: Development and Finance Coordinator

COMPENSATION: \$41,600

EMPLOYMENT STATUS: Salaried/Exempt

This position is full-time 40/Hour per week position with benefits after 3 months.

Hours are generally M-F from 9 a.m. to 5 p.m.

REPORTS TO: Executive Director

GENERAL DESCRIPTION: The Development and Finance Coordinator's primary responsibility is to manage Accounts Payable, Accounts Receivable, and Payroll as well as tracking grant allocations and draw-down on local, state and federal grants. Additionally, this position will support the agency's development efforts by identifying and developing funding opportunities. This position serves as the primary office administrative support personnel for the Executive Director and the Housing Manager and may require attendance at local meetings with grant administrators. While the primary function of this position will be financial/office administration, some direct client services are occasionally required such as crisis call management, client intakes and regular communication with the Shelter House Manager. At the discretion of the Executive Director and/or Board of Directors, occasional participation in monthly Board Meetings may be required; generally one evening per month from 5:30 - 6:30 p.m. As a 501(c)3 non-profit agency, fundraising and event planning often require input from the entire team in a collective effort to assist with ticket sales, event planning and general community awareness.

KEY DUTIES AND RESPONSIBILITIES:

The key duties and responsibilities of the Finance and Development Coordinator center on financial management, funding development, and administrative support. The specific duties may include, but are not limited to, the following:

Administrative Support

1. Financial management resulting in accurate and timely reimbursement requests and financial reports

a. Prepare A/R to grant administrators and ensure that all expenditures are in accordance with the terms of the grant contract and that back-up is attached.

b. Manage A/P and coordinate with the Executive Director and Board Members to ensure fiscal prudence and efficiency.

c. Monitor the budget to ensure that it is operating in alignment with the goals of the Executive Director and Board of Directors.

d. Make cost efficiency or other budget recommendations to the Executive Director.

- e. Prepare and review agency financial materials needed for monthly meetings of the Board of Directors at least 72 hours prior to the meeting.
 - f. Process bi-weekly payroll and related quarterly employer reports in QuickBooks.
 - g. Assist the Executive Director and auditors in preparing any/all documents required for annual grant audits and for the agency's annual independent CPA /990 audit.
 - h. Process mail, voicemail, fax, and other communications.
 - i. Track all In-Kind and Cash donations and issue Thank You Letters to donors.
 - j. Coordinate with shelter staff to process/transfer in-kind donations to shelter or thrift store.
2. Grant development resulting in an increase of funding for Safe Embrace programs
- a. Prepare a plan for the retention of current grant funding
 - b. Search for new sources of funding for current and future Safe Embrace programs.
 - c. Prepare materials needed to apply for grants. With Executive Director, complete all grant applications, and submit those applications prior to the deadline specified by the funder.
 - d. Develop an annual calendar for funding including a timeline for the tracking, maintenance of those grants including statistical reports that ensures compliance with funder requests.
 - e. Design and maintain internal tracking system for grant compliance using technology/software that is easily understood by Safe Embrace support staff.
 - f. Maintain donor database. Prepare donor appeals and newsletters.
 - g. Assist Executive Director with Fundraising events and donor development.

Training

3. Training
- a. Must complete a 40 hour course in Domestic Violence and Victim Advocacy and be able to assess and assist clients in crisis on the phone and in person.
 - b. May occasionally be asked to assist with volunteer training and in-service training for staff.
 - c. May attend professional development trainings appropriate to the position.

Additional Administrative Support

4. Administrative Support
- a. Designing internal agency systems to increase productivity and efficiency.
 - b. Assist with staffing needs by recruiting volunteers for temporary assignments and providing direction and support for volunteers and assignments.
 - c. Performs other job-related tasks as assigned.
 - d. Assist Executive Director with human resource issues.

Requirements:

Knowledge and Education: A Bachelor's Degree or some college is preferred; or a High School Diploma with at least 5 years of bookkeeping experience is required. Must be able to demonstrate a strong command of QuickBooks and formula writing in Excel. Experience with non-profit financial and grant management and development is preferred. An understanding of

the dynamics of abusive relationships is important, and a commitment to confidentiality and preventing domestic violence is required.

Skills and Abilities: Accuracy in calculations is critical. A math test will be given to final candidates to ensure ability to measure changes in financial position. Must be able to communicate professionally both orally and in writing in a clear and concise manner. Excellent organizational, prioritizing, and administrative skills are required. An understanding of and sensitivity to serving a diverse population is required. The successful candidate should be a self-starter who is willing to take initiative and needs little supervision. *A combination of creative and logical thinking will be an asset to this position.*

Other: Must possess a valid Nevada driver's license, proof of vehicle insurance, and successfully pass a criminal background check. Must be able to lift at least 40 pounds.

CLOSING DATE/DEADLINE TO APPLY:

October 17, 2013 at 5:00PM

HOW TO APPLY:

SEND RESUME and COVER LETTER to

jillb@safeembrace.org

QUESTIONS

Contact the Safe Embrace Office at (775) 322-3466 or e-mail address.

Visit our website at www.SafeEmbrace.org

Safe Embrace will not discriminate because of political or religious affiliation, or because of race, ethnic, or national origin, age, sexual orientation, economic status, education, marital status or other non-merit factors. Discrimination on the basis of sex or physical disability shall be prohibited except where specific sex or physical requirement constitutes a bona fide qualification necessary to proper and efficient administration.