



Title: Finance and Development Manager

The Finance and Development Manager will be responsible for the daily financial and fundraising needs of the organization.

Duties and Responsibilities:

- Assist Executive Director with grant preparation and reporting
- Produce accurate monthly financial reports
- Maintain accurate and organized financial and grant records
- Enter deposits and basic bookkeeping into QuickBooks
- Process operational invoices and funding requests
- Prepare and send timely donor acknowledgement letters
- Perform monthly bank and grant reconciliations
- Manage and maintain an accurate and up-to-date donor database
- Assist in developing and monitoring annual and program budgets
- Assist with preparation for annual financial audit
- Create and manage engaging social media content
- Lead the planning and execution of two annual fundraising events

Job Qualifications:

- A minimum of 5 years' administrative and bookkeeping experience
- Experience in fiscal management with a strong understanding of GAAP
- Exceptional attention to detail and accuracy
- Proficiency in Microsoft Office and QuickBooks; experience with Sage is a plus
- Self-motivated with the ability to work independently and collaboratively
- Excellent written and verbal communication skills
- Ability to communicate effectively in a personable and professional manner
- Ability to manage multiple priorities in a fast-paced environment
- Demonstrates initiative and willingness to take on new challenges and responsibilities
- Access to social media platforms and experience creating and managing engaging content
- An understanding of and respect for diverse communities
- Experience/comfort working near homeless and mentally ill populations

Schedule & Benefits:

- PT average of 25 hours per week
- Earned paid time off
- 11 paid holidays
- Simple IRA matching after one-year employment

*Reach of Washington County is an Equal Opportunity Employer.