



IDA Initiative Fiscal Manager

COMPENSATION

Full-time exempt position: 40 hours/week.

Salary Range: \$60,000 - \$70,000

COVID-19 Considerations: *Our organization requires all staff to comply with NP's COVID-19 vaccine mandate policy upon acceptance of an offer. Neighborhood Partnerships staff currently work full time from home with no brick-and-mortar office location. NP provides resources to accommodate home office needs, as well as a phone/internet stipend. Staff do gather in person on regular occasions for meetings. In the near future, NP will move into a brick-and-mortar office and will offer a to-be-defined hybrid work model.*

ABOUT NEIGHBORHOOD PARTNERSHIPS

Neighborhood Partnerships' mission is to create a better Oregon in which everyone has access to opportunity, stability, and what we need to thrive. For us, this begins with financial well-being and a stable, affordable place to call home.

We're a team of diligent and dedicated leaders committed to building a more equitable Oregon. We work as policy advocates, coalition conveners, and program administrators to increase resources, improve public policy, and spark innovation and collaboration.

Neighborhood Partnerships (NP) manages the Oregon Individual Development Account (IDA) Initiative. With an IDA, Oregonians with low incomes have their savings for an education, home, small business or other investment matched by state funds. NP serves as funder and coordinates the IDA-related work of ten non-profit direct and network providers, with IDAs reaching communities statewide through upwards of 70 local organizations.

NP convenes the statewide Oregon Housing Alliance, a legislative advocacy coalition, which works to advance housing opportunity at our state capital in Salem and at the federal level. NP staff also organize Residents Organizing for Change (ROC), a critical part of our work to engage people most impacted by housing policy change.

We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

EQUITY

Neighborhood Partnerships is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Please read our Racial Equity Statement: <https://neighborhoodpartnerships.org/equity-inclusion/>

IDA Initiative Fiscal Manager
Neighborhood Partnerships



ABOUT THIS POSITION

You are a self-starting numbers and detail person. You are an experienced fiscal manager, capable of tracking and accounting for the inflow and outflow of significant, layered balances of state funds. You are comfortable communicating about budgets and fiscal systems, and able to talk and translate "accounting speak" across stakeholders with varying levels of expertise. Stakeholders include State Agency staff, donors, NP staff, financial institutions, and grantee accounting and program staff. You are curious to understand technical systems and are excited to implement better strategies and procedures for managing complexity. At the same time, you are flexible and able to integrate others' perspectives, suggestions, and needs into solutions.

In support of NP's and the IDA Initiative's equity work and goals, you will learn to apply an equity lens to examine the structures and practices of compliance, accounting, budgeting, and stewarding state funds, considering impacts on all stakeholders, especially those most impacted by ongoing and historical racist practices that drive persistent economic inequity.

POSITION RESPONSIBILITIES & ESSENTIAL JOB FUNCTIONS

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

IDA Accounting & Grant Management 50%

- Work with IDA Team and Director of Operations & Finance to develop and track annual IDA Program contract budget.
- Track and reconcile multiple five-year grants across 12 grantees.
- Compile and deliver periodic reports to State on budget and IDA funds reconciliation.
- Disburse grant and interest funds to grantees according to contract guidelines.
- Provide fiscal controls in determining funds available to grant as part of IDA staff's annual grant making and contracting process.
- Support compliance with Oregon IDA Initiative statute and rule. Conduct annual fiscal reviews of IDA Initiative grantees.
- Support grantees to track and reconcile grants quarterly and close grants in a timely manner.
- Build relationships with grantee fiscal and program staff to build understanding and establish and maintain strong systems to support fiduciary integrity. Provide culturally



responsive technical assistance for grantee program and fiscal staff. Actively listen to and guide grantee staff to resolve fiscal and grant management questions and problems.

IDA Tax Credit Program 35%

- In collaboration with Director of Operations & Finance and Executive Director, manage significant Oregon IDA Initiative cash investments, working with investment broker and other financial institution contacts
- Play a key role on the IDA Tax Credit Marketing team tracking and recording donation activity and collaborating with other team members and development lead to ensure excellent and timely attention to donor questions and needs.
- Ensure reconciliation between accounting system and donor database on a daily basis during peak donation season.
- Manage IDA donor data delivery to the Oregon Dept. of Revenue

Organizational Responsibilities (15%)

- Equity work
 - Support ongoing anti-racist work to integrate equity perspectives and structures into all aspects of organizational operations, planning, and work. This includes participation in Equity Team and equity subcommittees on a regular basis
 - Contribute to the development of and hold yourself and others accountable to the NP equity plan, and the organizational Agreements of NP
- Participate in the planning and operation of NP's annual two-day RE: Conference and other organizational projects, meetings, and initiatives; occasionally assist with hiring and onboarding of new NP employees; and help advance the mission of the organization where appropriate

CORE COMPETENCIES

Strong candidates will have:

- Technical:
 - Three years of accounting systems experience. QuickBooks Online preferred.
 - Demonstrated knowledge of standard accounting procedures and reporting.
 - Interpersonal skills to meet diverse grantee staff where they are and explain IDA requirements.
 - Proficiency in MS Office, with bookkeeping level Excel experience.
 - Experience with Client Management Systems. Salesforce preferred.
 - Cloud File management experience.
 - Strong written and verbal communication skills.
 - Commitment to handle confidential information with the utmost attention to detail, privacy, and security.



- Work style and orientation:
 - A commitment to racial equity and economic justice.
 - Curiosity, a learning orientation, and an openness to change.
 - High level of accuracy and refined organizational skills.
 - Resourcefulness and flexibility, with strategies to independently navigate complex rules, requirements, and best practices, manage competing priorities, and see projects to successful and timely completion.
 - Ability to use judgment and know when to access support in interpreting and adapting guidelines.
 - Aptitude and interest in working collaboratively to solve problems and complete projects.

A PLUS, BUT NOT REQUIRED

- Nonprofit accounting and funding experience
- Audit experience
- Conservative cash investment experience
- Experience with government contracts

BACKGROUND CHECK

Due to the fiduciary responsibilities of our work in managing grant monies, Neighborhood Partnerships requires a post-offer criminal background check.

SUPERVISORY RESPONSIBILITY

This position does not include supervisory responsibilities.

COMPENSATION AND BENEFITS

- This is a full-time position, 40 hours/week
- Health, vision and dental insurance - employer paid premiums for employee
- Employer 401K contribution based on hours worked, no match required
- Paid vacation and paid sick leave
- Paid holidays

LOCATION, SCHEDULE, TRANSPORTATION

This position requires a consistent 40 hours per week, with flexibility for how those hours are scheduled. NP is based in Portland. Staff currently work full-time from home. NP will be transitioning back to an office with a to-be-determined hybrid work model. Some time worked in the office will be necessary in order to support training, in-person meetings, and staff community building. The requirements of this position, specifically around processing end-of-



the-year donations, include some time periods when time off will be less flexible. Work includes some local and occasional in-state travel. Out-of-state travel possible for conferences and trainings. To facilitate travel, must have a current driver's license, but own vehicle is not required. Contacts are made with staff, grantees, partners, state administrators, board.

EQUAL OPPORTUNITY EMPLOYER

Neighborhood Partnerships is an Equal Opportunity Employer and encourages applications from people of color, LGBTQ people, women, and people with disabilities. The board and staff believe they can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion.

APPLICATION INSTRUCTIONS

Please submit your resume and cover letter through [this form](#). First review of resumes begins on May 24, 2022.

In your cover letter, please respond to the following questions:

1. What in your experience prepares you to provide support and technical assistance to grantee staff?
2. Neighborhood Partnerships has a commitment to building a more equitable Oregon. What does equity and inclusion mean to you?
3. Where did you hear about this position?