



IDA Initiative Fiscal Manager

COMPENSATION

- Full-time exempt position: 40 hours/week with flexibility in scheduling those hours
- Salary range: \$60,000 - \$70,000 annually
- **This position is open until filled**

Neighborhood Partnerships is a forward-thinking economic and housing justice organization. We are human-centered and approach our work with love, compassion, commitment, and integrity. We strive to be an intersectional, anti-racist organization and seek folks who want to take this work further. As part of our internal work around economic justice, we provide great benefits:

- Equitable and generous employer paid 401k contributions (not dependent on employee contributions) with immediate vesting.
- Employer pays 100% of employee premium for health, vision, and dental insurance for the employee; Optional Flexible Spending Account.
- Employer pays 100% of long-term disability and Life Insurance premiums for the employee.
- Annual professional development budget.
- Work flexibility (location and hours); Generous sick leave time and policy.
- Two weeks/year of vacation leave the first year of employment; increases to 3 weeks/year in year two.
- 9 holidays and 2 personal choice holidays; One paid week off with a full office closure at the end of the year.

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/>.

ABOUT THIS POSITION

Neighborhood Partnerships seeks a fiscal manager with a broad toolkit, curiosity, and energy about the intersection of equity and accounting. Our new Fiscal Manager will bring nonprofit accounting and reporting experience; and capability to track and account for the inflow and outflow of layered, high balances of state funds. The manager will be a number- and detail-oriented self-starter, comfortable communicating about budgets and fiscal systems across varying levels of expertise. Stakeholders include State Agency staff, donors, NP staff, financial institutions, and grantee accounting and program staff. The IDA Fiscal Manager brings willingness to dig in to understand technical systems and excitement to collaboratively implement better and simpler processes for managing fiscal complexity. NP is a small and nimble organization, and staff thrive when they 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, the IDA Fiscal Manager will learn to apply an equity lens to 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.

Job Posting: IDA Initiative Fiscal Manager
Neighborhood Partnerships



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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 develop understanding; establish and maintain strong systems to support fiduciary integrity and to resolve fiscal and grant management questions and problems.

IDA Tax Credit Program 35%

- With Director of Operations & Finance and Executive Director, manage large 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, daily during peak donation season.
- Manage IDA donor data delivery to the Oregon Department 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. Contribute to development and hold yourself and others accountable to annual NP equity goals and the organizational Agreements of NP.
- Participate in shared support roles for staff meetings, staff retreats, Board communication, community building and supporting practices, biannual two-day RE: Conference, and other organizational projects. Occasionally assist with hiring and onboarding of new NP employees; help advance the mission of the organization where appropriate.



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CORE COMPETENCIES

- Technical:
 - Three years of accounting systems experience; QuickBooks Online preferred
 - Demonstrated knowledge of standard accounting procedures and reporting
 - Interpersonal skills to explain IDA requirements to diverse grantee staff
 - Proficiency in MS office with bookkeeping-level Excel experience
 - Experience with Client Management Systems; Salesforce preferred
 - Strong written and verbal communication skills
 - Commitment to handle confidential information with attention to detail 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
 - Good judgment to 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

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.

In addition to housing justice advocacy, 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.

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.



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OTHER INFORMATION

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Location, schedule, and transportation:**
 - This position is based in Portland, but staff currently work full-time from home. This position is **required to live in Oregon or Southwest Washington by their start date.**
 - NP is transitioning back to an office with a hybrid work model, where some in-office time will be necessary to support training and community building.
 - This position requires some time periods, specifically processing end-of-year donations, when time off will be less flexible; and will include some local and in-state travel. Out-of-state travel possible for conferences and trainings.
 - This position is required to have a current driver's license for travel to grantee organizations, but own vehicle is not required.
 - Neighborhood Partnerships' culture strives to center work-life balance. This includes flexibility around how you work—work can be done remotely and time can be scheduled outside traditional work hours if desired.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment, communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. Accommodations may be requested.

EQUAL OPPORTUNITY EMPLOYER

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ 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 cultivate a culture of equity and inclusion.

APPLICATION INSTRUCTIONS

Please submit your resume and cover letter through [this form](#). **This position is open until filled.**

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?