



Grants & Financial Manager

Boston, Massachusetts

EXECUTIVE SUMMARY

The **One8 Foundation**, a family foundation that provides financial and strategic support for select grantees whose work aligns with the Foundation's issue areas, is seeking an experienced, highly motivated, process-oriented, and mission-driven professional to serve as the organization's **Grants & Financial Manager**. Bringing a wealth of expertise in grants management and finance and a keen eye for processes and systems, the Grants & Financial Manager will manage and continually improve the Foundation's grants payment and financial systems. The Manager will bring a fresh perspective and a working knowledge of best practices and technologies in the field and have an opportunity to find new and innovative ways to improve the systems currently in use at the Foundation.

ORGANIZATIONAL OVERVIEW

Founded in 2006, One8 aims to accelerate and bolster the success of nonprofit organizations in its priority grantmaking areas – Education and Jewish Community/Israel. The organizations that One8 believes are most promising, have game-changing ideas, excellent leaders, high-fidelity implementation, measurable impact, and sustainable approaches. One8 also funds direct community support to assist children and families in need and help them improve their own lives. The Foundation's trustees have high risk tolerance and are committed to impact.

The Foundation is committed to providing consequential support to nonprofits that demonstrate the greatest potential for large-scale, lasting change. The principles that guide its work include:

- Going deep through rigorous due diligence
- Developing the capacity of grantee leaders
- Piloting exemplars to demonstrate what is possible
- Scaling impactful programs with proven results
- Supporting and sharing research that enables insight and continuous improvement

OPPORTUNITIES AND CHALLENGES FACING THE GRANTS & FINANCIAL MANAGER

Reporting to the Director of Operations & Administration, the Manager can expect to engage the following opportunities and challenges:

Manage and Improve Grants Management and Financial Systems

- Interface with President and grant making teams to develop and ensure efficient and effective

processes for grants administration including review of grant agreements and timely payment of all grants and community donations.

- Manage the Salesforce database including maintaining accurate data, training of users, and overseeing customizations and report generation. Issue monthly and quarterly reports summarizing grant commitments, grant payments, and anticipated quarterly funding needs upon request.
- Manage the quarterly capital call process for funding of grant commitments and operating expenses.
- Coordinate with the family office to ensure annual funding needs are met, quarterly estimated tax payments are made, and annual Foundation distribution requirements are satisfied.
- Work with the Director of Operations & Administration and external accountants to ensure timely and accurate completion and filing of the annual Foundation tax returns.
- Work with the management team on operating budget development, monitoring of actual spending against budget, and ongoing budgetary oversight.
- Establish and maintain internal record keeping and reporting systems to ensure that all financial systems are up-to-date, accurate, and reconciled.
- Maintain the vendor and employee expense payment systems, including all AP invoices, contracts, credit card invoices, and employee expenses. Working with the external bookkeeping firm and Foundation staff to ensure that the information and systems are accurate, entries are coded correctly, and all payments are issued in a timely manner.

Manage Special Projects to Drive Systems Improvement and Operational Excellence

- Carry out special projects for the Director, developing annual workplans and executing against those plans in a timely and effective manner.
- Make recommendations for system improvements on an ongoing basis to support staff and promote organizational efficiency and effectiveness.
- Review and process all new consultant contracts including contract execution through DocuSign and maintenance of W-9 forms and payment schedules, ensuring accurate documentation and timely payment of all contracts.
- Identify and manage high-quality external vendors to ensure that the Foundation and staff are well-served and supported.

QUALIFICATIONS OF THE IDEAL CANDIDATE

The ideal candidate will be an innovative, mission-driven, and proactive problem-solver who can improve on existing processes and create new ones where necessary. While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Must have experience working in a grantmaking environment and have in-depth knowledge of the grantmaking processes and regulations. Experience working with Salesforce database or other grant management platform strongly preferred. Experience with international grantmaking a plus.
- A problem-solver who is driven by the desire to improve systems and processes to increase efficiency and reduce errors.

- Excellent financial and accounting skills. Demonstrated experience in cloud-based AP/financial management systems, such as InTacct and Bill.com, as well as an excellent understanding of accounting principles, GL accounts and coding, budget tracking and financial report generation.
- A highly detail-oriented project manager with excellent organizational skills and the demonstrated ability to prioritize and manage multiple tasks with great attention to detail and outstanding follow through.
- Ability to summarize, analyze and interpret grant and financial information to support grant teams and inform and improve grant processes and systems. Experience with excel pivot tables and charts strongly preferred.
- Excellent communication and teamwork skills; a learner by nature with the ability to work collaboratively with teams in a fast- paced work environment.
- High emotional intelligence, a mature, professional demeanor, and a strong work ethic. High degree of discretion, integrity, and sensitivity in working with confidential materials. Customer service orientation.
- Bachelor’s degree in public administration, business, finance, accounting or related field and a minimum of 7 years relevant work experience.
- Strong Microsoft Office skills including Word, Excel, Outlook, and PowerPoint.

COMPENSATION

The base salary will be within the targeted range of \$100,000 – \$120,000, commensurate with experience, and includes exceptional benefits.

TO APPLY

More information about the **One8 Foundation** may be found at: www.one8.org

This search is being led by [Allison Kupfer Poteet](#), [Eva Rosenberg](#), and [Sharon Gerstman](#) of NPAG. Due to the pace of the search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG’s [website](https://npag.com/one8-grants-financial-manager) (https://npag.com/one8-grants-financial-manager).

**One8 Foundation is an equal opportunity employer and proudly values diversity.
Candidates of all backgrounds are encouraged to apply.**