

Position: Grants Finance Associate

Organization Profile

CFSA was founded in 1980 and is a leading organization in Southern Arizona for effective philanthropy and the primary knowledge center and strategic resource for donors and the nonprofit community in the region.

Duties & Responsibilities

- Process internal and external grant requests in timely manner, including via online donor portal, data entry in the grants application of the database, vetting of grantee IRS 501 (c) (3) status, generation and mailing of grant letters
- Maintain electronic grant record filing system
- Written and verbal communication with grantees and donors as needed
- Handle agency fund grant reinvestments or distributions
- Assist in various annual audit items, in particular items related grants
- Participate in Donor Fund Statement review and mailing process. Help ensure that statements are accurate and sent in a timely manner
- Other duties as assigned by the Accounting Manager

Qualifications

- Two or more years of experience with database input
- Use of Microsoft products (to include Word, Excel, Access, Outlook, Adobe)
- Correct English usage, including spelling, grammar, and punctuation
- Non-profit experience, particularly with the grant issuance process, a plus

The Grants Finance Associate must demonstrate the following skills:

- Donor relationship skills, understanding donor needs, problem solving and aptitude for fostering positive relationships
- Excellent organizational skills, including the ability to prioritize tasks
- Ability to maintain confidentiality
- Willingness and ability to work cooperatively with others
- Always project a professional image in person and on the phone to internal & external callers
- Attention to detail and high level of accuracy

- Excellent oral, written and listening skills
- Ability to efficiently work in both a remote and in person working environment

Salary: \$17-20/hr

All resumes should be sent to nitasha@focushr.net.