

Nonprofits First

Job Description: Senior Project Leader

Supervisor: Director of Accreditation
Classification: Exempt, Full-time
Date Drafted: December 2016
Date Revised: August 2021
FLSA Review: December 2016
Compensation: \$48,000 – \$62,500

Purpose

This position primarily serves the Accreditation Department by providing fiscal assessments and reviews, as well as, providing marketing, leadership, direction, assistance, and support to potential and current Nonprofits First Accredited agencies to ensure their successful completion, ongoing compliance, and maintenance of Nonprofits First Accreditation.

Duties and Responsibilities

- Coordinate all areas of the Accreditation financial management review process to ensure timely and successful completion
- Perform Accreditation on-site and desktop financial reviews
- Review and evaluate financial documents and materials for completion, accuracy, and compliance, identifying any anomalies, noncompliance, or areas of concern
- Review and analyze financial data and reports to ensure compliance with regulations, industry and Accreditation Standards, funder requirements, and best practices
- Prepare summaries and assessments of financial reviews and analysis
- Provide direction to nonprofit agencies through coaching, preliminary on-site reviews, templates, resources, etc. as they navigate the financial portions of the Accreditation process
- Track and report on agencies' Accreditation status throughout the entire process
- Generate innovative and creative ideas to market, enhance and improve the financial module and overall Accreditation products, processes and ultimately the department
- Maintain customer/client files, documents, records, etc. as directed and required
- Complete monthly, quarterly, and annual reports, as assigned and required
- Help to ensure that links, templates, samples, etc. in the Accreditation software and tools are updated, current and functional
- Assist with providing financial training and technical assistance to agencies on the Accreditation process and tools
- Train and evaluate current and potential Accreditation volunteers participating in fiscal reviews
- Read, assess, communicate, and conduct research in conjunction with other members of the department
- Take collaborative or lead role on ongoing or special projects, including those that span departments or benefit the organization as a whole
- Assist with other duties as assigned

Requirements

- Bachelor's Degree in relevant field, supplemented by four years' experience or a master's degree in a relevant field (MPA, MBA) or an equivalent combination of education and experience
 - *Nonprofit work experience is preferred but not required*
- Ability to analyze and report on financial data

- Strong verbal and written communication skills
- Ability to exercise independent judgment
- Strong problem-solving skills
- Extensive knowledge of Microsoft Office Suite
- Superior customer service skills
- Ability to prioritize and manage multiple tasks and projects
- Ability to work independently with limited supervision
- Bilingual (Spanish/Creole) ability is a plus

Special Requirements and Physical Demands:

- Position requires frequent travel in the local area. Must have a reliable vehicle, and maintain a valid Florida State driver's license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained.
- Requires safely lifting or moving up to 50 lbs. on an occasional basis (e.g., movement of laptops, files, review materials).
- Noise level is usually quiet to moderate.

Non-Discrimination Statement:

Nonprofits First does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. Nonprofits First will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

The above job description information has been designed to indicate the general nature and level of work performed by staff within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The listing of particular duties does not exclude other duties not listed that are of similar kind or level of responsibility. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Culture of Equity and Diversity Statement

At Nonprofits First, we believe everyone has cultural traditions and expressions that are inherently valuable. We seek to honor and value creative expression of all people through the programs, services and work of Nonprofits First, Inc. Creating a community of diversity and equity means dedication to seeing, celebrating and serving the dignity of all individuals. Cultural equity and diversity are essential to a sustainable nonprofit sector and a thriving community.

I have read and understand the position responsibilities and standards and requirements for my position.

Signature

Supervisor's Signature

Date

Date