



Development and Finance Coordinator

Description:

The full-time Development and Finance Coordinator position will be well organized and proactive in researching and establishing revenue producing sources and programs with a high degree of knowledge and provide timely, efficient and accurate financial and accounting support. The employee must be approachable, well presented, and able to establish good working relationships with a range of different people. It is expected the employee is highly competent, motivated and, enthusiastic with experience in working as part of a team in a fast pace office environment. Employee must provide patrons with positive experiences and communicate accurate information at all times. This position is directly responsible to the Executive Director. This is an exempt position.

Job Functions:

Development

- Coordinate the organization's financial growth and management to ensure that all fundraising initiatives are in alignment with their mission and goals
- Ensures organization maintains compliance and current with 501 (c)(3) reporting and deduction guidelines from the Internal Revenue Service (IRS)
- Develop and execute a fundraising plans to increase contributions from all sources, including foundations, individuals, and corporate gifts
- In Conjunction with the Executive Director, cultivate and develop a robust and ongoing grant application program
- Direct, in conjunction with the Executive Director, a development program that includes the annual fund plan, foundation and corporate gifts and major gifts
- Support special events, along with cultivation, marketing and recognition functions. These include an Annual Gala and/or other events
- Support production of all print and virtual public relations and marketing materials, including newsletters and updates, and annual reports
- Support the development and oversee all public information and relations communications.
- Support the increase of the donor's base and direct the activities to diverse type of communities
- Keep and maintain donor records and journal of correspondence
- Attends staff meetings as required

Finance

- Responsible for managing financial data to ensure integrity and accuracy
- Responsible for managing accounting system software, e.g., QuickBooks
- Support payroll functions and activity and maintain compliance with labor regulations
- Supports system implementation and/or upgrades
- Prepare and input ledger entries by maintaining files and records, and reconciling accounts
- Supports operational procedures and retains documentation of data flow



- Develop, inform and oversee financial and accounting controls over multiple departments to ensure fiduciary integrity of the organization
- Analyzes information and options by generating spreadsheet reports and verifying information
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts
- Supports Executive Director in producing accurate and timely financial statements
- Assist in the month end closing and financial reporting process including account analysis and reconciliation
- Implements accounting procedures by analyzing current procedures; recommending changes
- Support Executive Director and Finance Committee during annual budget process for board approval in conjunction with the heads of each department
- Protects organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Ensures organization's GAAP and IRS 990 filing compliance

Additional Examples of Work Performed:

- Performs other duties and special projects as assigned

Required Knowledge, Skills, and Abilities:

- Three to five years of high level accounting experience OR an equivalent combination of a bachelor's degree or higher degrees in accounting, business or finance and experience
- Experience in an artistic or non-profit setting is preferred
- Experience managing data and developing program goals and metrics
- Experience in QuickBooks
- Fundraising experience is preferred
- Experience researching and grant writing preferred
- Must have authorization to work in the United States of America
- Must possess a valid Texas Driver's license
- Must be able to pass a criminal background check
- Skill to handle cash responsibly and accurately with reconciling experience
- Must have efficient computer skills including Microsoft Office Suite
- Must be able to communicate effectively
- Strong organizational, administrative and problem solving skills
- Ability to maintain confidentiality
- Literacy in English with the ability to understand and carry out oral and written instructions



To Apply

Please submit a resume and cover letter to Executive Director, Cheryl Fisher at cfisher@brauntex.org. Please include desired salary in your cover letter. Qualified candidates are required to complete a short ten question budget assessment before an interview is granted. Please include three to five professional and/or business references in your resume. Applications are accepted until position is filled.