

Director of Finance, Grants, and Administration

0.80 FTE (32 hours/week) | Lincoln-based Hybrid | Reports to Executive Director

Position Summary

The Director of Finance, Grants, and Administration serves as the Foundation's lead for financial management, grant administration, organizational operations, and compliance. This position oversees the Foundation's outsourced accounting relationship, manages institutional and RoamNebraska grants, coordinates administrative functions, and ensures strong financial and operational systems that support the Foundation's mission.

Primary Responsibilities

Financial Leadership

- Serve as the primary liaison to the Foundation's outsourced accounting firm (HBE).
- Review monthly financial statements, budgets, cash flow, and financial performance.
- Lead the annual budgeting process and provide financial analysis to management and the Board.
- Maintain sound internal controls and financial policies.

Grant Administration

- Manage institutional grant calendars, proposals, reporting, and compliance.
- Coordinate relationships with grant consultants and funding partners.
- Administer incoming grants and oversee the Foundation's RoamNebraska grant program.

Administration & Compliance

- Oversee contracts, insurance, corporate records, personnel files, and compliance calendars.
- Coordinate with legal counsel, HR consultants, insurance providers, and technology vendors.
- Maintain organizational policies and administrative procedures.

Technology & Organizational Support

- Oversee the Foundation's technology vendors and technology governance.

- Maintain records for Foundation-owned properties and organizational assets.
- Support Board and committee financial reporting and organizational planning.

Qualifications

- Bachelor's degree in finance, accounting, business administration, nonprofit management, or a related field preferred.
- Five or more years of experience in nonprofit finance, grants, administration, or operations.
- Strong knowledge of budgeting, financial reporting, grant management, and compliance.
- Experience working with outsourced accounting firms and nonprofit Boards is preferred.
- Excellent organizational, analytical, communication, and project management skills.

Work Schedule

- Regular 32-hour workweek, generally Monday through Thursday.
- Hybrid schedule with required office presence on Tuesdays and Thursdays.
- Occasional evening or weekend work for Board meetings, fundraising events, or grant deadlines.

Salary: \$49,000–\$58,000 annually (0.80 FTE/32 hours per week), commensurate with qualifications and experience.