

Job Description: Development and Finance Administrator

Position Overview

The Development and Finance Administrator is a key leadership partner, providing strategic financial and operational support to advance the organization's mission. This role encompasses budget development, financial analysis, donor relations, and revenue generation. The Administrator collaborates closely with the Executive Director, delivering expert financial planning, reporting, and budgeting for a nonprofit organization with a \$6.7k annual operating budget and a team of approximately six employees.

The ideal candidate will manage day-to-day financial operations, maintain the organization's donor database and financial systems, and play a pivotal role in both financial oversight and fundraising efforts. This individual will have strong nonprofit administration, accounting, and fundraising skills, coupled with a professional and approachable demeanor. This role reports to the Executive Director, Treasurer and Auditor.

Responsibilities

Fundraising and Membership Management

- Manage donor relationships and strategies for individual and corporate contributors.
- Maintain and update the organization's donor database (CRM).
- Oversee planning and execution of fundraising events and campaigns, including tracking deadlines and milestones.
- Support grant and foundation funding efforts for operational, educational, and scientific initiatives.

Financial Administration and Management

- Prepare and present financial statements for the board and executive/finance committee meetings.
- Process accounts receivable, accounts payable, and payroll using QuickBooks.
- Manage stock gifts, securities transfers, and reconciliations for all bank and investment accounts.
- Ensure compliance with local, state, and federal reporting requirements, including quarterly tax filings.
- Collaborate with auditors and assist with the preparation of the annual audit, Form 990, and state charitable exemption applications.

Grant and Foundation Research

- Conduct research on potential funding opportunities from grants and foundations.
- Assist with grant writing and reporting to support program initiatives.

Other Duties

- Monitor online event ticketing, payments, and fulfillment.
 - Serve as a member of the Finance and Development Committees, contributing to strategic discussions and initiatives.
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Qualifications

- Bachelor's degree and demonstrated experience in nonprofit financial management.
 - Proficiency with donor management software and financial tools such as QuickBooks.
 - Strong knowledge of nonprofit compliance, reporting, and fundraising best practices.
 - Exceptional organizational skills with the ability to manage multiple tasks under tight deadlines.
 - Strong interpersonal and communication skills, both verbal and written.
 - High level of integrity and discretion in handling financial and sensitive information.
 - Experience with grant writing or event management preferred.
 - Proficiency with MS Office Suite (Word, Excel) and financial reporting software.
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Compensation and Benefits

- Full-time position with health benefits.
 - Professional development opportunities in a supportive, mission-driven environment.
 - Reference checks will be conducted with candidate permission.
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Work Environment and Physical Requirements

This role is based in an office setting and involves prolonged periods of sitting, frequent use of computers and office equipment, and occasional light lifting (up to 15 pounds). Effective communication through written and verbal means is essential. The work environment is generally quiet to moderate.

Application Process

To apply, please send a cover letter, resume, and three references to director@wrwa.com with the job title in the subject line.

Equal Employment Opportunity Statement

WRWA is committed to creating an inclusive workplace and encourages candidates of all backgrounds to apply, regardless of race, color, national origin, disability, religion, age, socioeconomic status, gender, or sexual orientation.