



EMPLOYMENT ANNOUNCEMENT

FINANCE AND GRANTS DIRECTOR

ABOUT US: The Miguel Contreras Foundation (MCF), a program partner of the Los Angeles County Federation of Labor is a 501c (3) non-profit organization whose mission is to empower working Angelenos – especially women, immigrants, and communities of color – by advancing greater equity through access to good quality jobs and livable communities.

POSITION DESCRIPTION (ESSENTIAL EMPLOYMENT RESPONSIBILITIES): The Finance and Grants Director is an exempt position that works as a member of the organization’s leadership and development team under the supervision of the Executive Director. This position is responsible for all aspects of the financial management of programs, working collaboratively to ensure compliance with MCF’s internal policies and procedures as well as donor regulations. This is a senior-level position and will support the functional areas including, but not limited to funding information; regulatory and financial compliance; proposal preparation and processing; award negotiation and acceptance; monitoring of expenditures; accrual reports; post-award administration; project accounting, cash management, and cost analysis. The staff person must be able to provide compliance and finance support and mentoring for finance, operations, and program staff throughout the project.

Fiscal Management/Grant Compliance

- Develop annual fiscal year budgets with the Executive Director as well as creating and implementing the organization’s budgeting and forecasting systems.
- Oversee fund development staff and work plan implementation.
- Directs pre-award and post-award budget development, modifications, and amendments of Grants and Contracts proposals, awards, and sub-awards.
- Review program budgets and expenditures to ensure compliance with GAAP, OMB Uniform Guidance, FAR, and other applicable contractual requirements and government regulations. Directs execution of funding and notifies management of any issues and potential resolutions.
- Coordinates the Single Audit (2 CFR Subpart F) as well as any other outside fiscal reviews related to grants and contracts. Acts as primary contact for the various government and other overseeing agencies.
- Performs periodic internal audits with a focus on compliance and continuous quality improvement.
- Effectively and efficiently addresses any issues discovered during the audits.
- Provides technical assistance related to the grant-making component of the program activities.
- Responsible for developing and directing a grant management system which involves setting up, and maintaining grant files with updated budgets, contracts, and agreements.
- Other responsibilities include overseeing accounts payable, accounts revenue, cost allocations, quarterly reporting, payroll, budget preparation, grants management, and tracking donations and minimal HR Functions.

Thought Leadership

- Provide strategy development and support the organization’s growth and direction.
- Increase MCF’s visibility and reputation by promoting the organization’s programs and mission.

SKILLS/KNOWLEDGE REQUIRED: Our ideal candidate is a proven leader who is passionate for intersectional social justice, and for creating opportunities in the economy for underserved workers in Los Angeles.

- 5+ years of executive or senior management experience
- A broad and deep understanding of the policies and grant agreements
- Demonstrated experience in grants management or program development.
- Knowledge of donor regulations and procedures.
- Strong skills in financial analysis and reporting
- Strong data collection, problem-solving, and analytic skills
- Ability to juggle competing priorities, meet demanding deadlines, and work under pressure.
- Ability to work effectively within a complex structured team.



- Good collegial interpersonal skills and an ability to communicate effectively in person, writing, and by phone.
- Skilled in establishing and maintaining effective professional working relationships.
- Team oriented; able to effectively respond to routine situations involving several diverse constituencies.
- Ability to provide ideas and recommendations to resolve routine issues.
- High level of integrity and commitment to professional responsibilities
- Experience serving target populations: people of color and the formerly incarcerated, immigrants, and women.
- Commitment to social justice and bottom-up social change

BENEFITS OF EMPLOYMENT: MCF is a leader in providing equitable salaries and benefits and a supportive working environment that fosters the long-term leadership development of its team members.

- Starting at \$85,000 (commensurate with experience)
- Generous Medical/Dental/Vision/Retirement Benefits/Life/Disability
- Generous Paid Time Off/Family Leave
- \$1,850/year car insurance/car repair stipend
- \$500/month transportation stipend
- \$120/month technology stipend

To Apply: Please send your cover letter and resume, both required, to al@miguelcontrerasfoundation.org with the subject “Finance and Grants Director.”

It is the policy of the Miguel Contreras Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.