

Position: Finance and Development Coordinator

About Us

CommunityGrows (“CG”) is a relationship-based organization. We are rooted in the communities we serve. We form partnerships with other neighborhood organizations in low-income, diverse communities to provide hands-on, outdoor learning opportunities for youth to practice environmental stewardship, leadership, and essential, healthy life skills. Through hands-on, project-based lessons in gardening and cooking, youth gain the knowledge and skills necessary to build physical, emotional, and social health. Each year we engage over 1,400 kids aged 5-25 through our garden, cooking, and workforce readiness programs.

You can learn more about our tenets and values, and the history of our organization, [here](#).

Position Summary

The Financial Coordinator will provide leadership and guidance into financial best practices and strategy for CG. In addition to developing and administering our organizational budget, this position will support our general fundraising efforts, track our grant spending, and help CG use restricted and unrestricted funds strategically.

CommunityGrows is a non-traditional work environment with a strong culture of collaboration, transparency, and integrity. Each of our staff is an active member of several teams that are responsible for the ongoing administration and growth of CG. Governance and decision-making authority is distributed across the organization so that every voice is heard and valued. Successful candidates will be strong team players with an ability to communicate effectively between our staff, our Advisory Board (“AB”), and our fiscal sponsor, Tides. The ideal candidate does not have to have everything listed in this job description, but they are willing and excited to collaborate and learn.

Essential Duties and Responsibilities

Financial Management

In collaboration with Tides Center and Advisory Board:

- Develops, submits, and leads regular review of an annual budget
- Works with Tides Center to ensure that CommunityGrows operates within budget guidelines and maintains financial viability and integrity, including meeting regularly with Tides Center accountant
- Tracks grant and other restricted funding expenditures to ensure timely, accurate, and strategic use of funds
- Signs and manages grant agreements, including reporting requirements
- Provides regular and clear updates to Advisory Board members and relevant Board committees on financial metrics, pledged and projected funding, and any other critical

- financial developments
- Leads development of multi-year financial plan

Organizational Development

In collaboration with the CommunityGrows Team and Advisory Board:

- Works with CG staff to create and execute an annual fundraising plan that ensures the financial health of CG
- Support organization's fundraising efforts, including:
 - Researching grant and other funding opportunities;
 - Establishing positive relationships with government, foundation, and corporate funders, and individual donors
 - Creation of grant budgets and narratives when needed

Desired Qualifications

- At least 2 years in nonprofit management, financial management or organizational development
- Successful management of an organizational budget over \$400K
- Excellent organization and communication skills
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Ability to juggle multiple projects and prioritize
- Experience working or living in Western Addition, Fillmore, Outer Mission and/or Bayview-Hunters Point neighborhoods
- BA or higher (or equivalent experience) in nonprofit management, organizational development, accounting, or related field preferred but not required

Hours, Benefits and Compensation

This is a full-time position. We offer full benefits, including medical, dental, vision and life insurance; 10 holidays per year, generous paid vacation and sick leave. Salary is commensurate with experience with potential for growth with incoming funding. This position is currently remote with intermittent in-person events.

Application instructions and start date

To apply, please send a resume and cover letter to board@communitygrows.org. Applications will be reviewed on a rolling basis.

Organizational Relationships

Incumbent will interact on a daily basis with CG staff, contractors, volunteers and interns. They will also work episodically with partners and friends of CG, potential and current funders and donors, politicians, audiences at advocacy events, housing development residents and staff, neighbors in the communities we serve, and members of the CG AB.

Physical Demands and Work Environment

Able to sit in front of a computer for up to seven hours per day

Must be able to navigate local travel

Commitment to Diversity

CommunityGrows, a project of Tides Center, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs, if any, at the time of application.