

Job Title: Fiscal and Operations Administrator

Location: Kansas City, Missouri

Reports To: Executive Director

Status: Part-Time | Exempt



Position Summary

The Fiscal and Operations Administrator plays a pivotal role in ensuring the smooth financial and operational functioning of the DEED Foundation. This position is responsible for finance administration, donor data management, post-grant administration, and support of day-to-day operations and building management. The ideal candidate will be detail-oriented, highly organized, and committed to maintaining accurate financial records and operational efficiency.

Key Responsibilities

Finance Administration

- Preparation and management of the organization's financial budget, ensuring accurate forecasting and efficient allocation of resources
- Prepare monthly financial statements and assist in budget development
- Monitor cash flow and support annual audits and financial reviews
- Maintain financial policies and procedures to ensure compliance
- Implement and maintain internal financial controls and procedures to ensure compliance with accounting standards and legal requirements
- Support/Manage the payroll system, ensuring timely and accurate payment to employees, while also handling related tax and benefit obligations

Donor Data Management

- Maintain and update donor database with accuracy and confidentiality
- Support/Process donations and generate timely acknowledgment receipts including annual giving statements
- Produce regular donor reports and analytics to support fundraising initiatives
- Maintain a donor management system

Post-Grant Administration

- Track and report on grant expenditures and programmatic outcomes
- Ensure compliance with all post-award requirements from funders
- Support grant closeout procedures including final reporting and reconciliation
- Liaise with program teams to gather relevant grant-related documentation

- Maintain with stakeholders for proper coordination and with grantees or fund providers

Operations and Building Administration

- Support/Manage vendor relationships and service contracts (cleaning, security, etc.)
 - Coordinate facility maintenance and ensure building safety and functionality
 - Support organization systems and tools such as laptops, desktops, security systems, etc.
 - Support building tenants lease administration and tenant communications
- Perform other duties as assigned
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Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
 - 3–5 years experience in nonprofit finance or administrative operations
 - 2-4 years of experience in grants management; Experience managing budgets tied to grants and restricted funding
 - Proficiency in Microsoft Office, financial software and donor CRM platforms (e.g. QuickBooks, DonorPerfect); Knowledge of nonprofit GAAP accounting principles
 - Profound knowledge of financial and budgeting aspects of the organization
 - Commitment to mission-driven work and a collaborative culture
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Personal Traits

- Excellent organizational skills with a strong attention to detail
- Strong interpersonal skills and active problem-solver open to new ideas
- Ability to work independently and collaboratively across teams
- Experienced self-starter who can multitask and prioritize tasks; a willingness to take ownership of tasks
- Oriented to customer service, with strong written and oral communication and collaboration skills
- Thrives as part of a team that values integrity, open and direct communication
- An ability to remain flexible and adapt to change.
- Understand and value racial equity as an organizational operating principle
- Demonstrated ability to apply policies and procedures with flexibility, creativity, and resourcefulness to suit new or different circumstances

DEED provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

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