



New Mexico Foundation Job Description

Title: Fiscal Sponsorship and Outreach Coordinator
Department: New Mexico Foundation
Reports to (title): Grants and Scholarship Manager
Location: Santa Fe, NM
Exempt/non-exempt status: Exempt

Summary:

Reporting to the Grants and Scholarship Manager, the Fiscal Sponsorship and Outreach Coordinator will be responsible for the day-to-day management of the Foundation's fiscal sponsorship and outreach activities.

The Fiscal Sponsorship and Outreach Coordinator ensures that advisors of fiscally sponsored (FS) projects are promptly assisted, questions answered, research completed, and reports provided. Responsibilities also include setting up new FS projects, reviewing invoices and maintaining records.

The FS and Outreach Coordinator will also be responsible for researching and analyzing community needs and developing initiative opportunities to serve New Mexico communities in alignment with the Foundation's mission, vision and identified priorities. The position will support the program and grants department in other areas as needed.

This is a 32-hour a week position.

Responsibilities:

Fiscal Sponsorships

- Manage, implement process and procedures for a dynamic Fiscal Sponsorship (FS) Program to ensure compliance with Federal and State laws
- Create greater non-profit capacity and provide technical assistance to sponsored projects and organizations, with an emphasis on strong fiscal oversight and thoughtful growth of program
- Respond to FS Letters of Inquiry and determine whether project is good fit with Foundation's mission
- Set up new FS files and manage other on-boarding processes such as creating draft agreements and folders
- Manage records and important documents in physical and electronic folders
 - e.g., agreements, grant documents & contracts, official letters
- Assist FS projects with grant documents and mailing as needed
 - e.g., documents needed for FS partner grant applications (acknowledgment documents, signatures, & contracts)
- Scan and forward important materials (e.g., checks, grant contracts) to FS Advisors.
- Create documents for FS projects as needed (e.g., agreements, proof of fiscal sponsorship, invoices)
- Respond to general requests and inquiries from FS Advisors
- In coordination with finance department, review project invoices and provide financial reports
- Train FS Advisors on the use of online Foundation Center Directory
- Regularly check for possible grant opportunities and forward to FS Advisors
- Present new FS applications to Program & Grants Committee for approval



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Community Outreach

- In coordination with President/CEO, seek opportunities to create partnerships to build grant making impact and advance the foundation's initiatives.
- In coordination with other team members, cultivate relationships between NMF, current and prospective donors, and agencies in the community.
- In coordination with program team members, participate in weekly program team meetings, contribute to communications, reports and information to better serve NMF constituents.
- Identify and respond to opportunities to highlight NMF's commitment to the community and the impact of its programs to internal and external audiences.
- In coordination with program team, follow up with grant recipients on progress of grants awards.
- Participate in public meetings, policy advocacy, advisory committees, educational conferences, and specific events in NMF priority areas
- Complete reports for internal and external stakeholders.
- Work closely with President/CEO on grant opportunities and manage grant writing.

Other Program and Grant Department Tasks as Assigned

Provide general support and backup to the NMF program and grants department as needed. As a member of the department, the Fiscal Sponsorship and Outreach Coordinator will also be trained on the foundation grantmaking and Blackbaud software.

Education/Experience

- A Bachelor's degree and/or minimum five years of experience in philanthropy, the nonprofit world or project management preferred

Knowledge, Skills and Abilities

- Excellent oral and written communication skills
- Excellent organizational skills
- Attention to detail and deadlines
- Strong grammar and spelling skills
- Ability to maintain confidentiality
- Ability to multi-task and adapt to a changing work environment
- Ability to receive direction from supervisor and be a team player
- Strong interpersonal and networking skills among diverse constituent groups
- Knowledge of New Mexico's nonprofit sector
- Proficiency in Microsoft Office, experience in Blackbaud software (RaisersEdge) and GrantedGE a plus

Equal Opportunity Employment:

NMCF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.



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Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Updated 3/8/21