



**An invitation to apply for the position of UDDA
Director of Finance and Grants Administration**

**Released: September 30, 2024
Application Deadline: October 31, 2024**



The University District (UD) consists of two organizations: the University District Development Association (UDDA) a Washington non-profit corporation and the University District Public Development Authority (UDPDA) a Washington quasi-municipal corporation. They share a common mission, core values, and strategic goals that are achieved through complementary and interconnected purposes and roles. Please visit www.spokaneudistrict.org for additional information.

Mission

The University District is a place where business and education grow together to create a collaborative, healthy, and prosperous region. The University District uses its unique connectivity to create shared community wellness, equity, environmental health, and vibrancy by developing the infrastructure and programming that enable a globally recognized hub of education, innovation, research, and health care.

Background

As an innovative life sciences and energy district, the UD seeks to be a national leader in how an ecological and racially just framework can inform urban design and development that preserves the long-term health of the district's inhabitants and the entire ecosystem, responds to the Earth's ecological limits, and serves as a "living lab" for the district's six higher education institutions.

Role Summary

The Director of Finance and Grants Administration ("Director") reports to the CEO of the UDDA. The ideal candidate for this position would have five (5) years of leadership experience and would demonstrate the capabilities outlined in this document.

The Director is responsible for leading the financial management and accounting operations of the non-profit and the quasi-municipal corporations. The Director also oversees all aspects of grant management to ensure compliance with grant requirements and state and federal rules and regulations. In collaboration with the CEO, this position will strengthen the University

District's overall grant infrastructure by developing and monitoring standardized operating procedures, as well as leading the pre- and post-award process.

Role Essential Duties

Financial management and oversight

- Oversee and implement current accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP) and other relevant federal, state, and local rules and regulations.
- Work with the CEO to create the annual budgeting framework, process, and analysis.
- With direction from the CEO, oversee fundraising campaigns, annual donations, event sponsorships, etc.
- Direct and coordinate the preparation of the organization's financial statements, including balance sheets, income statements, and statements of cash flow for board and committees.
- Oversee monthly, quarterly, and annual closing activities and review the general ledger reconciliations to ensure accuracy.
- Oversee financial records and files to adhere to state public records retention requirements and open public meeting guidelines.
- Respond to public records requests relating to financial and grant activity.
- Manage full procurement cycle: develop internal or external RFP, RFQ, MOU, contract, and professional services documents relating to UD or UD-affiliated projects, including public works procurement.
- Responsible for monitoring financial activity connected to the City and County such as annual sales/property/construction tax revenue projections, bond-related financing, etc.
- Responsible for completing and filing the State Auditor's Office annual report. Main point of contact for all financial audits.
- Responsible for filing all state and federal tax returns.
- Understand insurance policies and advise regarding risk management issues.
- Stay current on nonprofit and municipal financial trends and regulations to ensure the organizations' practices align with best practices and compliance standards.
- Resolve complex accounting issues or assist in resolving financial issues as directed.

Financial strategist and collaborator

- Member of the organization's leadership team providing analysis and input on financial strategies and performance to drive growth and profitability.
- Develop and maintain relationships with key stakeholders including investors, vendors, customers, state auditors, grant makers, city staff, etc.
- Lead in areas to include private development, real estate, and economic development, urban planning, public finance, development finance, real estate finance, construction management, and/or local and state government.
- Provide strategic leadership and carry out the mission and integrated goals of the UD
- Lead a diverse group of stakeholders towards a unified vision of the future
- Drive vision, purpose, and results by implementing strategic planning and tactics
- Excellent written and verbal communicator with the ability to speak effectively to the media, high-level business and political leaders, and the general public through flexibility, diplomacy, patience, and creativity.

Grants management and administration

- Lead the development and implementation of standardized operating procedures (SOPs) for the complete lifecycle of a grant for both organizations. SOPs to include: project evaluation; budget management; compliance monitoring; audits and reviews;

stakeholder communication/relationship management; sub-grantee management; evaluation; and reporting.

- Manage all aspects of the grant application cycle
- Lead responses to RFPs, and RFQs including grant application writing, editing, and gathering necessary information and data for procuring grants aligned with the strategic plan and mission of the UD.
- Function as a subject matter expert in grant compliance with federal, state, regional, tribal, and local government requirements. Research guidelines for requirements and eligibility; communicate and guide changes and any impacts.
- Implement, oversee, coordinate, and maintain a grants management database and track the status and progress of grant proposals and grant awards.
- Manage and administer all grants/awards related to report preparation, budgets, revenue forecasts, and financial scenarios, and respond to data and records requests.
- Act as the primary point of contact with federal, state, regional, tribal, and local agencies to negotiate agreements and secure funding and resources, provide progress updates, and grant distributions to contractors, subgrantees, etc.
- Monitor, interpret, and advise the CEO regarding emerging legislation, funding programs, trends, and best practices for changes and impacts. Monitor issues that impact grant readiness and ability to match and implement projects.
- Develop and maintain relationships for the full lifecycle of a grant with external partners including funders, community organizations, sub-grantees, consultants, and government agencies to determine resource needs, monitor program direction, and make course corrections.

Qualifications

- Bachelor's degree in finance, accounting, or a related field
- Minimum of seven (7) cumulative years of experience in finance and grants administration, and five years of experience in a leadership role responsible for managing the financial stability of an organization including fundraising, asset management, grant applications, and financing
- Experience in non-profit, state, and local government finance and procurement
- Full knowledge of GAAP accounting principles and regulations
- Extensive experience applying for and managing state and federal grants
- Proficient in budgeting, forecasting, and financial reporting
- Proficient in QuickBooks accounting software and innovative methods to streamline accounting and banking transactions including remote management
- Ability to analyze complex financial data, provide strategic recommendations, and implement best practices
- Excellent leadership, writing, communication, and trust-building skills
- Strong organizational and time-management skills with the flexibility to switch between tasks and responsibilities quickly, adapting to the immediate needs of the entities
- Strong understanding of day-to-day operations, with the ability to streamline processes and maximize productivity to best meet the needs of the entities
- Creative problem-solving skills to achieve goals with limited resources, finding innovative solutions to challenges
- Support CEO and a strong board of directors and committees
- Manage daily operations and staff as required
- Create and maintain positive relationships with stakeholders and community partners
- Support CEO around diverse initiatives and/or coalitions that include buy-in from leaders of organizations to community members

- Familiarity with a variety of software and digital tools that support small business operations, such as grant/project management tools, CRM systems, and financial software
- Ability to work independently without direct supervision, maintaining productivity and focusing on tasks with a high level of personal responsibility for outcomes

University District Work Environment

The UD office is situated just east of downtown at the north landing of the iconic University District Gateway Bridge. The position may involve local travel and attendance at meetings and community events. This is considered a hybrid (remote and in-office work) position with details coordinated with CEO approval.

Estimated Salary Range

\$115,000-\$125,000

How to Apply

To apply, please submit a cover letter and résumé via email to info@spokaneudistrict.org by (insert date). Please put your "last name – Director F&G" in the subject line.

The UDDA is an Equal Opportunity Employer and will offer a competitive salary and benefits. The Americans with Disabilities Act and federal regulations regarding its applicability to the service, programs, or activities of the UD are available upon request. Accommodation requests for people with disabilities can be made by contacting Alden Jones at: ajones@spokaneudistrict.org or (509) 255 8038. The provisions of this document do not constitute a contract, express or implied, and any provisions contained in this herein may be modified or revoked without notice.