

Manager, Fiscally Sponsored Projects

April 2024

Team: Finance

Reports to: Director of Finance and Accounting

FLSA Status: Exempt

Salary Grade: 21

Location: Frisco, CO; Washington, DC; Remote

Primary Objective of Position

The Manager, Fiscally Sponsored Projects plays a key role in ensuring the success and compliance of projects and organizations under Meridian's fiscal sponsorship umbrella. In this role, they are responsible for monitoring activities, managing financials, coordinating agreements, and serving as a liaison for Meridian's fiscally sponsored entities. The Manager, Fiscally Sponsored Projects supports fiscally sponsored projects through strong financial acumen, excellent organizational skills, a passion for supporting nonprofit initiatives, and the ability to adeptly coordinate fiscal sponsorship services for a diverse range of supported projects and organizations.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment while also juggling multiple deadlines and project teams.

Essential Areas of Accountability

FINANCIAL AND PROJECT MANAGEMENT

- Coordinates the financial aspects of fiscally supported projects and organizations, including budgeting, accounting, and financial reporting.
- In collaboration with the designated Finance Team leads, manage Accounts Payable and Accounts Receivable processes for fiscally sponsored projects and organizations.
- Ensures adherence to financial policies, guidelines, and compliance with grant requirements.
- Monitors financial performance and provide regular (monthly, quarterly, and annual) financial updates to relevant stakeholders; prepare and submit reports to funders, stakeholders, and regulatory bodies as required.
- Monitors project timelines and milestones in collaboration with fiscally supported organizations to achieve project goals; provide guidance to address delays or obstacles.

- In collaboration with the designated Finance Team lead, manages internal and external audits of fiscally sponsored projects and organizations.

CONTRACTING, COMPLIANCE, AND AGREEMENT MANAGEMENT

- Coordinates the contracting and agreement process for new organizations seeking fiscal sponsorship; in partnership with Legal, reviews, negotiates, and finalizes agreements to protect the interests of both parties.
- Ensures that all contractual obligations are met by the sponsored organizations, as well as third-party contract deliverables, and that fiscally supported organizations adhere to legal and regulatory requirements.
- Reviews narrative reports developed by sponsored project personnel alongside financial reports, reconciling activities to ensure alignment.
- Manages the due diligence process for fiscally sponsored projects and organizations.
- Reviews grant and fundraising proposals and applications to ensure commitments are in line with the fiscal sponsorship agreement.

RELATIONSHIP MANAGEMENT:

- Serves as the primary point of contact for sponsored organizations.
- Collaborates with program leadership, steering committee members, and external partners to support the success of sponsored projects and organizations.
- Works with the Chief Operating Officer and their designee(s) to create policies and procedures for fiscally sponsored projects and organizations.
- Coordinates with Human Resources to support proper employment classification and personnel management.
- Collaborates with the leadership of fiscally supported organizations to ensure clear performance objectives and expectations for personnel.
- Manages the intake process for new organizations seeking fiscal sponsorship, including the evaluation of their alignment with our mission and capacity to meet financial obligations; provide guidance and support during the onboarding process.

Knowledge and Skills Required

- Bachelor's degree in finance, business administration, nonprofit management, or a related field (Master's degree preferred); equivalent experience is acceptable.
- Minimum of 5 years of experience in nonprofit management, fiscal sponsorship, or a similar relevant role.
- Knowledge of legal and regulatory requirements for nonprofit organizations required; knowledge of Model A and Model C fiscal sponsorship preferred.
- Proficiency in enterprise-wide accounting systems, NetSuite preferred.
- Excellent project management and organizational skills.

- Excellent written and oral communication skills, including effective communication across an array of audiences, accurate and efficient information synthesis, strong attention to detail, and the ability to ask skillful questions that guide project work.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Demonstrated commitment to justice, equity, diversity, inclusion (JEDI); ability to work with people from diverse backgrounds with humility, ease, and enthusiasm.
- Fluency in English; professional fluency in a foreign language is highly valued, particularly Spanish and French.
- Passion and curiosity about the issues and areas of Meridian's work
- A high degree of proficiency with Microsoft 365 tools, including but not limited to: Outlook, Word, Excel, PowerPoint, Teams, OneNote, and SharePoint

Additional Requirements

- Required to attend to business outside of normal working hours, as needed.
- Required to travel domestically or internationally, on occasion, for in-person staff retreats.
- Must be able to conduct themselves in a courteous and professional manner at all times.

Note: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*