Position Announcement: National Network of Abortion Funds Seeks Revenue Reconciliation Manager

**Application Deadline:** September 14, 2020, 11:59PM CT for full consideration (open until filled)

**Instructions:** Click the following link abortionfunds.bamboohr.com/jobs and upload your resume and cover letter. If you have any questions or trouble with the application process, send a message to jobs [at] abortionfunds.org

**Estimated Date to Hire:** December 7, 2020 (must be available for virtual onboarding this week)

**Are you looking for us?**

You are drawn to the back-end operations side of fundraising, and you may even have some background in bookkeeping or accounting. You are passionate about data, and Salesforce just might be your love language. Most of all, you are excited about the opportunity to build systems for optimal cross-team collaboration in support of NNAF’s work to fund abortion and building power.

**Organizational Overview**

The National Network of Abortion Funds (NNAF) builds power with members to remove financial and logistical barriers to abortion access by centering people who have abortions and organizing at the intersections of racial, economic and reproductive justice. Together with our members, we advocate for cultural and political change to ensure access for people who face the greatest obstacles to abortion access: women with lower income, women of
color, young women, and transgender and gender nonconforming people. This is an exciting time for NNAF as we grow, nurture new funds emerging in underserved areas, deepen our support for funds working within the reproductive justice framework, and co-lead a bold national coalition campaign to increase abortion access by restoring Medicaid coverage for abortion. We are working to make access to abortion a reality for everyone, no matter their resources. We are building a movement, mentoring young leaders, and working toward a world in which everyone can shape their own futures and families. **We invite you to join us as the newest member of our dedicated and growing team at a time when we are explicitly focused on scaling our network and building the infrastructure of abortion funds to be fully staffed organizations with robust abortion funding budgets.**

NNAF is comprised of a multi-racial, multi-religious, gender expansive staff of 50, located across the United States. We know how important it is to support our remote staff to maintain connection and cohesiveness as a team. To this end, we ensure weekly one-on-one supervision, face-to-face virtual staff meetings, quarterly in-person meetings, and more.

**Title:** Revenue Reconciliation Manager

**Supervised by:** Development Director

**Supervises:** n/a

**Status:** The position is full-time, exempt, salaried.

**Compensation:** $71,100 - $78,400, commensurate with experience, with competitive benefits package

**Benefits:** Best in Class benefits package currently including 100% employer paid health insurance plus 50% for dependents/families, a 5% employer retirement match, 32-hour work weeks, 3 weeks vacation, 13 holidays, generous sick time, and a commitment to professional development.

**Location:** Flexible

**Position Description**

The Revenue Reconciliation Manager is responsible for ensuring the timely and complete reconciliation of NNAF’s primary revenue streams including fundraising income from
foundations, individual donors, third party fundraisers, and events. They are a critical liaison between the development team and finance team, working closely with finance, development, and program staff to produce income reports from Salesforce to support monthly reconciliation, monitor and track project budgets for restricted grants, and ensure the accurate entry of Salesforce opportunities. Additionally, they will be responsible for training development staff on reconciliation processes and practices, customizing and informing the development dashboards, and supporting maintenance of high quality data across platforms. The position requires a high degree of cross-team collaboration, with the aim of creating and advancing effective workflows between finance and development teams.

**Essential Job Functions**

**Leadership of Revenue Reconciliation Processes (approximately 45% of the position)**

- Serve as the primary liaison between revenue-generating departments and Finance department in recognizing and reconciling income from grants, individual donors, membership dues, merchandise sales, and more. Participate in both Finance Department and Development Department meetings and report on progress to Associate Directors of Individual and Institutional Giving.

- Co-design, implement, and track revenue reconciliation workflows to support transparent, accurate, and timely reconciliation between development and finance.

- Support efforts to ensure that there is shared language and understanding of practices across teams with regards to gift classifications, restrictions, releases, and more through process documentation, glossaries, trainings, and other means.

- Represent Development in weekly grant and individual giving reconciliation meetings with the Finance department to ensure aligned understanding and needs.

- In consultation with the Associate Director of Institutional Giving, lead cross-team meetings between Finance, Development and programmatic departments whenever a project grant is awarded, holding ownership of any needed follow up with funders, sub-grantees, program staff, or vendors.

- Co-design cross-team strategy and practice for recognizing and stewarding pass through grants and individual donations, re-grants to member funds, split gifts, and Donor Advised Fund gifts.
- Assist on any project related to new or updated revenue streams or processes, including consulting on strategy for utilizing a new donation platform
- Work with Development and Communications departments to build on and improve systems for tracking Fund-a-Thon income

**Data Maintenance (approximately 25% of the position)**

- Work with the development team in maintaining the integrity and functionality of revenue data in Salesforce
- Developing new and adapting existing Salesforce dashboards for clear reporting on campaigns and income streams
- Designing and generating monthly Salesforce reports for various income streams, ensuring accuracy of data and that formatting aligns with the needs of the Finance department to support monthly closing and reporting to staff, Board of Directors, and funding partners

**Supporting programmatic departments with project budgets (approximately 20% of the position)**

- Work with program, development, and finance staff to build prospective project budgets for funding requests, incorporating personnel costs, regranting amounts, and other line items
- Support program staff in tracking grant awards for project support, including adjusting as needed based on funding restrictions and award terms
- Support program staff in developing and implementing workflows for tracking grants to member funds in Salesforce
- Report to Finance department progress on spending down of grants in alignment with Development department’s reporting to funders

**Other (approximately 10% of the position)**

- Actively participate in required convenings, summits, retreats, and staff meetings, and participate in required virtual staff communications.
- Protect the organization by keeping information confidential.
- Update professional knowledge by participating in educational opportunities approved by NNAF, maintaining networks, and participating in professional organizations as relevant to your role.
- Perform duties required of all staff to support smooth internal operations such as submitting timely expense reports, reimbursement requests, and timesheets.
- Perform other duties as assigned by supervisor.

**Travel Expectations**

Ability to travel as job requires, approximately six times minimum per year. Travel will primarily be overnight, for approximately 2-5 days, and national. Regardless of where employee lives, and barring travel delays outside of an individual's control, employee must be able to arrive at destination on-time.

Please note: Due to COVID-19, NNAF has suspended all travel to minimize risk of exposure for staff through the end of the year. This applies to all NNAF related work. We will update the travel suspension only when the pandemic significantly improves and conditions become safer.

**Benchmarks**

- Timely reconciliation of individual and institutional giving income on a monthly basis
- Ensure that cross-team workflows are understood and utilized across the Development Department and Finance Department
- Submit all baseline work accurately and on time every cycle. Baseline work includes Certify (monthly) or submitting reimbursements within 90 days of expenses, workplanning in Trello (keeping your own annual and quarterly workplan updated and participating in maintaining your department's), Slack and email communication (daily), timesheets in ADP (bi-weekly), participating in all staff meetings (monthly) and department meetings, and consistently working core hours.

**Qualifications**

**Job experience requirements**
Five or more years relevant experience in nonprofit fundraising and and/or finance, including across multiple revenue streams and platforms

- Experience working with one or more CRMs and at least some significant experience with Salesforce
- Experience creating, updating and automating Salesforce reports & dashboards.
- Experience training and communicating financial concepts to people without specialized or technical knowledge.
- Experience with project management and/or the ability to juggle multiple concurrent projects with a variety of stakeholders.

Specific skill sets

- Excellent project management skills
- Strong understanding of and familiarity with revenue reconciliation, particularly with individual and institutional giving
- Ability to design dashboard and reports in Salesforce
- Familiarity with and willingness to work in multiple CRM systems. In addition to our data system of record Salesforce, NNAF currently uses Campaign Monitor, Classy, and Formstack.
- Ability to assess current processes, make adjustments, and develop new ways of collaborating across teams
- Excellent organizational skills, attention to detail, and ability to meet deadlines

Preferred skill sets

- Bookkeeping experience and familiarity with Quickbooks not required, but a plus
- Experience with a growing organization with increasingly complex fundraising and finance systems and needs
- Familiarity with foundation reporting processes

Qualities
● Committed to abortion access and full reproductive health care for all.

● Committed to an intersectional framework that includes, but is not limited to gender, economic, and racial justice.

● Ability to enjoy collaboration and be a part of a dynamic, highly productive and integrated team; maintain flexibility and effectively manage ambiguity in a responsive work environment.

● Self-motivated, resourceful, creative, and able to work without significant day-to-day supervision.

● Open to giving and receiving feedback and committed to practicing this regularly.

● Belief in bucking the trend through progressive policies to create a new vision for our future.

● Appreciation of working with diverse staff and board in an organization committed to racial justice.

**Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with different abilities to perform the essential functions.

● Depending on location, a combination of in-office and virtual office at this time. Must be able to participate in online virtual communications including email, video conferencing, and other online tools used to facilitate virtual office culture and work sharing.

● This position is full time, with employee’s regular full time schedule to be approved by supervisor. Regular hours must include attendance during core business hours from 12:00pm – 5:00pm Eastern Time, Monday through Thursday. Occasional work on evenings and weekends as needed.

● Must be able to conduct business in English; however, fluency in languages other than English is a plus.

● Smoke- and drug (illegal or recreational)-free environment.
● Some work at off-site locations may be required; NNAF aims for accessibility in any off-site location that we have control of, but some of them may not be fully accessible.

● This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to communicate effectively via computer, via phone, and in person.

● This role requires frequent sitting.

NNAF is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. In fact, NNAF actively seeks to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. As an organization working in solidarity with the reproductive justice movement, NNAF is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBQ+, and transgender, gender non-conforming, and non-binary people, people who have had abortions, people with disabilities, young parents, people who were formerly imprisoned, people who have received funding for abortions, and people living in the many intersections of these experiences. We encourage people from these communities to apply.