



Finance Manager, Center for Neighborhoods (Louisville, KY)

The Center for Neighborhoods is seeking a motivated, skilled Finance Manager with experience in nonprofit finance management.

The Center for Neighborhoods Mission and Vision . . .

For over 45 years, Center for Neighborhoods (CFN) has supported and empowered neighborhoods to create stronger and more vibrant communities using an asset based community development philosophy. We work in relationship driven neighborhood engagement, leadership development education, and community-based planning and design, along with a focus on community development, creating a sense of place, and improving the built environment. CFN envisions a Louisville community of unique neighborhoods led by engaged neighbors creating places that provide a high quality of life and equitable access to opportunity for all people.

SUMMARY . . .

The Manager is responsible for planning, directing, and coordination of overall organizational budgeting and financial management and related communications and special projects in coordination with the Executive Director, other staff and the Board of Directors by performing the duties personally or through delegation.

Specifically the New, Part-time Finance Manager will . . .

- With the Executive Director, directs and oversees the organization's budget and finances, including the annual budgeting process, quarterly financial projections, deposits, monthly closings, department expense reports, board financial reports, internal financial systems, and audit.
- Responsible for overall Finance project management, administration, and work assignments; directs and coordinates employees, contractors, interns and/or volunteers engaged in related work activities.
- Works with the Development Manager, bookkeeper and auditor to ensure all finance-related compliance requirements are met.
- Advises the Executive Director on activities, strategic planning and opportunities related to Finance.
- Develops and oversees the annual report; assists in the development and distribution of program evaluations for internal and external reporting; organizes and presents findings verbally, in written format, or in combination.
- Oversees the marketing strategies and products related to programming, special projects and events.
- Responsible for accurate and timely completion of department-related documentation, including contracts, invoices, time sheets, and expense reimbursements.



- Provides oversight and management for any and all contractual services provided to benefit the activities and outcomes of Finance.
- Represents the organization while out in the community meeting with organizational partners and supporters, neighborhoods stakeholders, and community members.
- Support the fulfillment of information requests and reporting requirements.

EDUCATION and/or EXPERIENCE . . .

Master's degree from an accredited college or university with a major in communications, public administration, nonprofit administration, business management or related field plus 3 years or more of related experience in communications experience working within the nonprofit and/or philanthropic sector; accounting experience and experience with Louisville neighborhood organizations, local nonprofits, and elected officials preferred; or an equivalent combination of education and related experience.

ABOUT LOUISVILLE. . .

Sitting on the banks of the Ohio River and fondly nicknamed, "Bourbon City," Louisville, Kentucky is one of the most uniquely authentic places on the planet! This busy, growing city is home to several corporate headquarters, including Broadway Across America, and is a "Top 10 Best New Food City" in America. Long known as home of the Kentucky Derby at Churchill Downs, Louisville is steadily gaining notice for its extensive park system; low cost of living; vibrant arts scene; nationally renowned collegiate sports teams; and world renown music festivals like Forecastle and Bourbon and Beyond. But the best part of Louisville lies in its distinctive urban and suburban, as well as historic, neighborhoods, and Louisville is truly fortunate to have the Center For Neighborhoods continually working to support and energize those communities.

We Invite You to Apply to Work with the Center for Neighborhoods . . .

Please submit a resume, cover letter and salary expectations to our search counsel by email only at: mellonel@centerforneighborhoods.org

No phone calls please. Salary commensurate with experience; anticipated range is from \$25,000 to \$30,000.

Last Updated 2/17/2022

An Equal Opportunity Employer