



MAIN STREET HEADQUARTERS
3534 SE Main Street
Portland, Oregon 97214
seuplift.org

WE'RE HIRING A FISCAL SPONSORSHIP PROGRAM MANAGER!

About Southeast Uplift Neighborhood Coalition

Founded in 1968, Southeast Uplift Neighborhood Coalition is a 501(c)(3) nonprofit organization that collaborates with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being. We envision a more resilient future for our communities where everyone feels and is welcome, interconnected and empowered with the resources needed to advocate for change on the issues that impact their lives. Funded primarily through a grant from the City of Portland Office of Community and Civic Life, Southeast Uplift partners with and supports a variety of neighborhood associations and community-based organizations to improve the livability of our district through trainings, resources, collaboration opportunities, and technical assistance that uplifts community-building efforts. Please check out [our website](#) to learn more.

POSITION OVERVIEW

Job Title	Fiscal Sponsorship Program Manager
Reports to	Executive Director
Staff Supervision	None
Compensation	\$51,000 year
Status	Salaried, non-exempt, 32 hours per week
Work Schedule	To be determined at time of hire. Predictable attendance and a willingness to occasionally work a flexible schedule, including nights and weekends, is required.
Location	3 days per week in person with the opportunity for some remote work.
Benefits	Employer-paid medical and dental benefits. Contribution toward retirement plan after six months. Generous paid time off including sick days, 12 vacation days to start, a quarterly personal day, 11 federal holidays, and week-long officewide closures in winter and summer. Quarterly cell phone stipend, annual professional development stipend, and an employer-paid membership in the National Network of Fiscal Sponsors.
Working Conditions	While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, climb stairs, and use hands and fingers to operate office equipment for extended periods of time. Comfort with a high degree of interpersonal interaction is required. Light to moderate lifting up to 25 pounds may sometimes be needed.
Travel	Occasional travel may be required to attend trainings, meetings, or events.
Deadline	This position is open until filled. Well-qualified candidates are urged to apply without delay. See below for application guidelines.

SUMMARY

The Fiscal Sponsorship Program helps Southeast Uplift Neighborhood Coalition deliver on its mission by building the financial capacity of grassroots organizations to support and engage their communities. The Fiscal Sponsorship Program Manager incubates a portfolio of over 30 local nonprofit organizations, ensuring that they receive excellent tools, trainings, technical assistance, administrative support, and oversight of their fundraising efforts. This position also serves as a resource on nonprofit best practices. The person in this role will work in concert with the bookkeeper on financial processes, collaborate across programs with other staff, and partners with the executive director on program strategy and keeping the Board of Directors informed.

The ideal candidate for this position is a highly organized, technically savvy, and a personable servant-leader who is passionate about uplifting organizations working toward the common good. They will possess a background in the nonprofit, philanthropic, and/or community development sector; first-hand knowledge of fundraising practices - especially the grant life cycle; a track record of fostering effective partnerships; and a keen understanding of the needs and challenges of emerging organizations. If you are a seasoned development professional looking to transition away from direct fundraising work and love coaching others, this role could be a great fit for you!

RESPONSIBILITIES

Program Management

- Serves as lead contact for all organizations receiving fiscal sponsorship and technical assistance support, ensuring clear and consistent communication via email, phone, and Zoom.
- Manages day-to-day program operations, including maintaining datasets and organized workflows, promoting fiscal sponsorship best practices, and developing and communicating program policies and procedures to community partners and staff.
- Ensures the successful onboarding of new organizations, and seamless renewal of existing fiscal sponsorship agreements including overseeing evaluations, orientations, and contracts.
- Monitors fulfillment of contractual obligations by sponsored organizations such as timely submission of grant reports, annual state filings, and fiscal sponsorship renewals.
- Maintains accurate program materials including the fiscal sponsorship guide, application, and agreement on the fiscal sponsorship webpage; posts training recordings on YouTube.
- Develops metrics and benchmarks to holistically evaluate the fiscal sponsorship program. Collects and analyzes data to measure program impact and effectiveness.
- Works with the Executive Director to evaluate applicants and keep the Board of Directors informed about the program.
- Fosters effective partnerships with independent contractors, key external partners, and funders to support our fiscally sponsored organizations.
- Stays updated on professional standards, laws, regulations, and technology related to fiscal sponsorship and nonprofit operations.

Fiscal Support + Oversight

- Processes incoming reimbursement and invoice payment requests in a timely manner.
- Works with the bookkeeper to provide organizations with documentation for financial accounting, budget management, and grant reporting purposes.
- Evaluates fundraising proposals and reports for alignment with fiscal sponsorship agreement.

- Reconciles grant activities with reported financials through a joint narrative and financial reports review.
- Onboards groups to the online donation platform to help them receive donations. Manages donation pages. Reconciles monthly donations with bookkeeper, and sends donor reports to organizations.
- Identifies, coordinates, and/or delivers workshops and consultations that build fiscal and organizational development literacy among community organizations.
- Develops a protocol for managing funds from inactive fiscal sponsorship accounts.

Other

- Contributes to SE Uplift's e-newsletter, including group spotlights and grant opportunities.
- Serves as liaison to a small group of district Neighborhood Associations by routing inquiries, troubleshooting challenges, providing technical assistance, and ensuring compliance with the City of Portland's standards for recognition.
- Supports other SE Uplift initiatives, events, and projects as needed.

QUALIFICATIONS

Experience

- At least three years' experience in a related field such as fundraising, membership services, nonprofit administration, community development, or philanthropy is required.
- A strong understanding of nonprofit work and the challenges faced by emerging organizations.
- Experience creating and maintaining accurate tracking systems for program processes.
- Experience with program development, data collection, and evaluation.
- Experience with meeting facilitation, training, and/or coaching best practices is preferred.
- A demonstrated commitment to Inclusion, Diversity, Equity and Accessibility is required.

Skills + Attributes

- A commitment to Southeast Uplift's mission, vision, and values is required.
- Exceptional detail orientation.
- A high level of professional ethics, integrity, and the ability to maintain confidential information.
- Excellent written, verbal, interpersonal and culturally-competent communication skills are essential for clear communication with internal teams and external stakeholders.
- Strong customer service skills with ability to build trust and rapport with diverse stakeholders.
- A proactive approach to problem-solving, including calculated risk management and decision-making ability.
- Excellent time management skills with ability to effectively prioritize responsibilities, and apply an appropriate sense of urgency in dynamic situations.
- Motivated, resourceful, and creative self-starter who is confident working both individually and as part of a team.
- Possesses the tact to provide constructive feedback, and the humility to receive and apply it.
- Proficiency with Google and Microsoft Office Suite is required. Experience with MAC iOS, Docusign, Meistertask, Zoom, and Word Press is desired.

TO APPLY

To be considered for this position, please submit the following in PDF format to nanci@seuplift.org with “Fiscal Sponsorship Program Manager” in the subject line.

1. A cover letter – one page – that draws from your professional and lived experience to demonstrate how you would succeed in this role.
2. A chronological resume – one to two pages – which details the relevant training, experience, accomplishments, and technical proficiencies that qualify you for this position.
3. A list with the name, e-mail and phone number for three professional references. SE Uplift will notify finalists prior to contacting references.

Applications will be considered as they are received. Well-qualified candidates are urged to apply without delay. This position is open until filled. Please, no phone calls.

EQUAL OPPORTUNITY EMPLOYER

Southeast Uplift Neighborhood Coalition is committed to providing equal employment and promotional opportunities based upon individual capabilities and qualifications without regard to race, color, religion, gender identity or expression, pregnancy, sexual orientation/affectual preference, age, national origin, ethnicity, marital status, citizenship, disability, veteran status or any other protected characteristic as established under the law. Our policies and practices reflect SE Uplift’s commitment to nondiscrimination in all areas of employment.

If reasonable accommodation is needed to participate in the job application or interview process, please contact Lisa Sloan at lsloan@ccintersections.com.

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