

# Detroit People's Platform Finance, Grants and Operations Manager

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## Overview

For nearly two decades, the Building Movement Project (BMP)([buildingmovement.org](http://buildingmovement.org)) has cultivated the potential for nonprofit organizations to effectively partner with movements for progressive social change. As part of BMP's commitment to learning with and from groups and leaders at the local level, BMP has incubated the Detroit People's Platform (DPP) since 2013. In 2023, BMP and DPP will become separate projects, while maintaining their partnership as peer organizations.

The work of Detroit People's Platform is guided by a commitment to organizing local residents to be leaders in addressing inequality in Detroit, the nation's largest majority-Black city. DPP is committed to working across all of the city's seven council districts and across organizational boundaries in order to achieve change locally, across the Southeast Michigan region, and statewide. Detroit People's Platform has a track record of working with a variety of coalition partners to win policy changes that benefit Black and low-income Detroiters. DPP organized bus riders to lead successful campaigns to restore critical bus service connecting Detroiters to key jobs and institutions. DPP was also a key player in citywide campaigns for community benefit agreements, leading to Detroit becoming the first city in the nation to establish an ordinance requiring developer to engage in a CBA process.

The Building Movement Project and Detroit People's Platform are fiscally sponsored projects of [TSNE](#).

## Responsibilities

The Building Movement Project (BMP) and Detroit People's Platform (DPP) are seeking a Finance, Grants and Operations Manager. This is a new position for DPP that will support the project's continued growth and oversee DPP's administrative functions, including compliance with the systems of TSNE MissionWorks.

The Detroit People's Platform has an office in the City of Detroit and some in-office work may be required in order to partner directly with other DPP staff and community members.

## Essential Job Functions

Initially, the Finance, Grants and Operations Manager will have primary responsibility for oversight and management of DPP's separation from BMP and shift to being fiscally sponsored.

### 1. Financial Oversight, Planning, Budgeting and Analysis

- Monitor and report monthly on DPP's revenue and expenses, and meet regularly with TSNE's Grants and Finance Manager to ensure accurate fiscal accounting;
- Prepare annual budget reports, as well as develop prospective budgets and scenario-based forecasting for DPP's senior leadership.
- Match expenses with revenue sources in consultation with TSNE.
- Ensure timely and thorough compliance with TSNE's accounts payable and accounts receivable processes.
- Liaise directly with TSNE regarding DPP's financial management.
- Manage the processing of payments to vendors, consultants, subcontractors, etc., including the appropriate allocation of those expenses.
- Process invoices, reimbursement requests and other payments.
- Process staff expense reimbursements, and ensure staff compliance with TSNE processes.

### 2. Manage Grants, Funding and Earned Revenue

- Establish a comprehensive calendar to track major deliverables to grantmakers (proposals, reports, etc.) and work with the relevant staff of DPP and TSNE to ensure that materials are submitted accurately and in a timely manner.
- Monitor incoming grants and track appropriate spending and allocation of expenses to grants.
- Update DPP's senior leadership on a monthly basis regarding grant expenses and timelines.
- Maintain filing systems for individual donations, membership dues, etc. and ensure that all gifts are acknowledged immediately.
- Manage the contracting processes by working with TSNE's legal department, invoicing clients in a timely manner, and monitoring opportunities to generate earned revenue through training fees, speaker honoraria, etc.
- Work with DPP's senior leadership on strategies to cultivate individual donors and maintain relationships with key grantmakers/funders.
- Develop and manage processes that direct financial resources to partner organizations on the ground, such as sub-granting, honoraria, etc., when needed.

### 3. Compliance with Administrative and HR Processes

- Serve as primary liaison with TSNE's HR department to ensure compliance of DPP staff with policies and processes.
- Work with DPP staff with supervisory responsibilities to maintain a timeline for performance reviews and other compliance with TSNE's human resource systems.
- Work with DPP staff with supervisory responsibilities to craft job descriptions for new staff hires.
- Coordinate communication and compliance with TSNE's HR staff regarding review, posting and approval of hiring processes.
- Track applications for open positions and work with appropriate staff to schedule interviews and set up processes for ensuring fair and equitable review of candidates.
- Support staff members in engagement with human resources protocols and systems (e.g., timesheet entries).
- Work with TSNE to initiate consultant contracts, contract renewals, contract amendments, etc.
- Monitor and track consultant contracts from contract development, execution, and invoicing;, and ensure contract files are organized and readily available.

- Establish and maintain effective filing systems to ensure that invoices and all payments are recorded by DPP and reconciled with financial reports generated by TSNE.

## Qualifications

*We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.*

- At least seven years of relevant work experience in the nonprofit sector (advanced degrees may substitute for additional work experience).
- Demonstrated commitment to building power among low-income people of color to fight for social, economic and racial justice.
- Strong analytical and organizational skills, with demonstrated ability to manage complexity and prioritize tasks.
- Ability to work under pressure, handle multiple assignments, prioritize workflow, adapt to fluctuating workload, and meet deadlines.
- Relational orientation to helping a busy team of organizers both understand and follow administrative systems.
- Experience working with foundation staff and other grantmakers, including grantwriting and managing financial reporting.
- Commitment to ensuring that private information is kept confidential.
- Savvy about navigating complex organizational systems; experience working with a fiscal sponsor is a plus.
- Excellent computer skills, with proficiency with Excel, Word, etc.

## Physical Demands/Work Environment

The physical demands described here are representative of those for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions. Work is performed in an office environment and in close proximity to other workers.

While performing the duties of this position, the employee is required to:

- Handle, or feel objects, tools or controls;
- Reach; traverse; sit (usually for longer periods of time); occasionally ascend/descend; and position self (to) move;
- Occasionally lift and/or move up to 25 pounds;
- The noise level in the work environment is usually moderate;
- Job is not subject to significant occupational or environmental hazards;
- Likelihood of personal injury would be relatively slight;
- Environmental and work hazards are not present to a measurable degree.

**Regarding COVID-19:** *TSNE considers the health and safety of our employees of the utmost importance, and due to the ongoing COVID-19 pandemic, and subject to your state and local laws, our policy requires that all employees performing in-person work at a TSNE designated office are fully vaccinated. For the purpose of this policy, fully vaccinated indicates that you have received a single dose of the Janssen*

vaccine, or both doses of the Moderna or Pfizer vaccine. Certain exemptions may be requested and will be considered by Human Resources.

## Compensation and Benefits

**Location:** Work will be primarily performed in Detroit, MI

**Compensation:** The salary range for this position is \$70,000-\$90,000 /year and is commensurate with experience.

**Benefits:** This position is eligible for a full benefits package including:

- Generous Paid-Time-Off (PTO): 12 paid holidays, 3 weeks vacation, 1 week personal holiday, and sick time for full-time staff;
- 80% Employer-paid, \$0 deductible Health Insurance through Harvard Pilgrim;
- Low-cost MetLife Dental and Vision;
- Flexible Spending Accounts (FSA) for Health and Dependent Care;
- Employer-paid Life, Long- and Short-Term Disability Insurance;
- Employer-paid Pension through TIAA;
- ...and more!

*TSNE/BMP and DPP strives to achieve excellence through a diverse, equitable, and inclusive work environment that embraces all of our individual and collective differences. Black, Indigenous, People of Color, Middle Eastern and North African, Bilingual and/or Bicultural candidates, and LGBTQ2SIA+ candidates are strongly encouraged to apply. We value and honor the unique talents, learning styles, and lived experiences of each individual that enrich and strengthen our workplace culture, and we are proud to be an equal opportunity and affirmative action employer.*

*All employment conditions are based on an individual's performance and job qualifications. TSNE/BMP and DPP prohibits discrimination and harassment of any kind based on race, creed, color, religion, native language, gender, sexual orientation, gender identity/expression, national origin, physical or mental disability, age, genetic information, veteran status, marital status, parental status, pregnancy, race-based hairstyles, or any other protected characteristic stated by federal and state law. Regardless of any class' protection under the law or lack thereof, TSNE/BMP and DPP celebrates diversity and values the strengths that come with having a diverse team of employees. It is represented in our workplace culture, and it is who we are.*

*TSNE/BMP and DPP's EEO statement extends to volunteers, interns, contractors, vendors, and clients.*