

Grants & Finance Administrator

Part-time, Regular

Reports to: Big Muddy Urban Farm Board of Directors



About the Role

As the Grants and Finance Administrator, you'll be integral in maintaining financial accountability for Big Muddy Urban Farm including developing and overseeing budgets and applying for multiple grants that support our programs. The successful candidate will have experience identifying grant opportunities, writing grants and budgets, and building relationships with funders. We are looking for someone who can collaborate with Program Managers and the Board, and who can meet the demands of complex applications and requests for proposals.

Qualifications

- attention to detail and a high level of accuracy
- understanding of revenue, expense, budgeting, and forecasting techniques
- ability to handle multiple priorities in a deadline-driven environment
- experience and understanding of a CRM software, grant administration, and budget reporting, are all pluses
- will consider an equivalent combination of education and related work experience; nonprofit finance background preferred
- Word, excel, and presentation proficiencies
- ability to assemble and compile grant narratives and materials from various key personnel associated with a grant proposal
- ability to establish work priorities and provide follow through to ensure completion of activities in accordance with compliance and deadlines

Responsibilities

- research various types of grants available and the criteria to qualify for each; compile necessary information for the application process through collaboration with program managers and board members, database research, and other fact-finding actions and meetings; finalize details, package, and submit grant proposals and reports on-time
- coordinate the monitoring and evaluation of programs and projects that are funded by grants and maintain files on grants and financial paperwork
- serve as liaison between Big Muddy Urban Farm and funding sponsors such as scheduling meetings, sending gift receipts, and updating a CRM database
- oversee and review general ledger reconciliations, prepare financial statements and payables with a bookkeeper; provide guidance to program managers on grant accounting and activity compliance; create financial forecasting reports; ensure all accounting procedures and financial records are in accordance with Generally Accepted Accounting Principles

- work with the board and ad hoc committees to develop and lead strategies for financial sustainability; ensure the accuracy and signing of financial reporting forms; advance fundraising campaigns and appeals

Benefits

- \$22,000 to \$25,000 salary commensurate with experience
- flexible working schedule and ability to work remotely with company supplied computer
- job training and mentoring opportunities provided
- paid holidays, vacation & personal accrual time over tenure
- a Health Reimbursement Arrangement (HRA) plan
- supportive personal and professional development environment

Applications

For immediate consideration, please submit your resume and contact information of three references to board@bigmuddyurbanfarm.org with “Grants & Finance Administrator” in the subject line.

Big Muddy Urban Farm is committed to a community of excellence, equity, and diversity and welcomes applications from women, black and indigenous people, people of color, persons with disabilities, LGBTQIA+ people, and candidates who will contribute to the diversification and enrichment of ideas and perspectives.

About Big Muddy Urban Farm

Big Muddy Urban Farm is a 501(c)3 nonprofit with a mission to make sustainable agriculture education accessible to all. The farm sprouted out of grassroots community organizing in 2012 when a group of beginning urban farmers cultivated food and skills on multiple vacant lots in Northeast Omaha during the harshest drought since 1956. The inception of the organization centered around 1) improving access to fresh, wholesome food sources, 2) appreciating the land of vacant lots and spaces in older neighborhoods, and 3) sharing growing skills and resources in a community setting. Born out of drought conditions, the organization has grown over the past 10 years with the spirit of resiliency, teamwork, and adaptability to steward resources toward opportunities in land, education, and food access. The farm's current facilities consists of five growing lots, a three house residential campus, and a large workshop garage in the Gifford Park Neighborhood; and recently includes the sponsorship of the New American Urban Farmer program at Omaha Home for Boys Cooper Farm. Big Muddy Urban Farm implements transformative educational programs consisting of a 9-month Aspiring Farmer Residency, weekly food assistance program, farm tours for community groups, sponsorship of a seasonal cooperative New American Urban Farm program, and supports a 16-week Youth Garden program.