



Finance & Grants Manager

JOB DESCRIPTION

Reports to:	Executive Director
Status:	Part-Time, hourly non-exempt (20 hours/week)
Salary Range:	\$32 - \$35 per hour
Benefits:	Prorated paid vacation and sick leave, and 10 paid holidays (including 1 floating holiday)

WHO WE ARE

The Johnson Creek Watershed Council—JCWC—is a community of staff, board and volunteers committed to restoring Johnson Creek and its watershed. As a community organization, we accomplish our restoration by working and developing relationships with a diverse community. We embrace the principles of equity and inclusion in our work. Our staff currently numbers 6, our Board . The Johnson Creek Watershed Council was founded in 1995.

The Council's offices are located in the Woodstock neighborhood of Southeast Portland. We currently operate with a hybrid work environment, splitting our time between the Council and home offices.

We encourage people of color, women, LGBTQ people, religious minorities, immigrants, and differently abled people to apply. Our office is on the second floor and is not ADA-accessible. We are open to reasonable accommodations to adapt for this.

OUR WATERSHED

The Johnson Creek Watershed is located on the east side of the greater Portland metropolitan region and is one of the most racially and ethnically diverse watersheds in Oregon. JCWC is committed to learning from and extending the benefits of our work to marginalized communities in our watershed. The successful candidate for this position will help JCWC achieve this goal.

Johnson Creek originates in Clackamas County and flows westward 26 miles to its confluence with the Willamette River in the City of Milwaukie. It provides habitat for threatened coho and chinook salmon, steelhead, and two species of lamprey. The Johnson Creek Watershed encompasses about 54 square miles. The drainage basin includes several partner jurisdictions including Portland, Milwaukie, Happy Valley, Gresham, Multnomah and Clackamas Counties, and also the Clackamas Soil and Water Conservation District and the East Multnomah Soil and Water Conservation District.



WHO YOU ARE

You enjoy working on a variety of projects that are essential to keep a non-profit organization running smoothly. You enjoy working in a team environment with a talented staff, an active board, and a diverse group of volunteers to protect and restore one of the most densely populated watersheds in the state of Oregon. You have a commitment to equity, environmental justice, science-based restoration, and climate-forward ecological resilience.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. Please apply if you can fulfill the majority of the qualifications listed below.

POSITION SUMMARY

The Finance & Grants Manager oversees the organization's funding lifecycle, financial tracking, and regulatory compliance. Core duties include grant accounting, budget monitoring, financial reporting, donor revenue tracking, and audit preparation. This position serves as a key resource for the Executive Director and the Board of Directors by providing timely financial information, maintaining effective financial systems, and supporting informed decision-making. The ideal candidate is highly organized, detail-oriented, and comfortable managing complex financial information in a collaborative nonprofit environment.

AREAS OF RESPONSIBILITY

(Percentages are approximate and may shift based on organizational needs.)

Project Management (80%)

- Lead financial management and grant administration activities that support implementation of JCWC's restoration, education, and community engagement programs.
- Work closely with the Executive Director and Board of Directors to develop the annual budget and multi-year financial forecasts.
- Work closely with JCWC's contracted bookkeeping provider, Jitasa, to prepare monthly financial reports, budget-to-actual analyses, and cash flow projections for organizational leadership.
- Collaborate with staff to develop pre-award grant budgets and forecast cash flow needs for grant applications.
- In partnership with Jitasa, establish new awards in JCWC's financial systems and maintain grant agreements, contracts, reporting calendars, and organizational financial records.



- Monitor grant expenditures, match requirements, and funding balances to ensure compliance with public and private funding requirements.
- Oversee Accounts Payable (AP) and Accounts Receivable (AR) activities through Bill.com. Prepare invoices and submit reimbursement requests and cash draws in accordance with funder requirements.
- Record, categorize, and reconcile all individual, corporate, and foundation donations in Salesforce.
- Generate and distribute timely tax receipts and personalized acknowledgment letters for all contributions.
- Coordinate audit preparation, financial reviews, and support for annual tax filings.
- Support organizational planning through financial analysis, sustainability planning, and the development of financial policies and procedures.

Organizational Direction & Community Engagement (10%)

- Collaborate with the Executive Director to support implementation and progress tracking of JCWC's 10-Year Action Plan.
- Participate in annual strategic planning retreats with board and staff.
- Support key watershed engagement events, including Volunteer Appreciation Dinner, Watershed Wide, Annual Celebration, Science Symposium, and Johnson Creek Cleanup.
- Build reciprocal relationships with local community members, including Latine communities, local Indigenous communities, Black communities, working-class communities, and others who have historically existed at the margins of local conservation work.
- Develop and strengthen relationships with allied organizations, nonprofits, agencies, government entities, artists, and Tribes to advance long-term watershed goals.
- Provide presentations at partner events and conferences to promote watershed restoration and community engagement.

Communications (10%)

- Collaborate with staff to contribute content for the annual report.
- Prepare timely and accurate program updates and materials for the Executive Director to support reporting to the Executive Committee and Board of Directors.

REQUIRED QUALIFICATIONS

- Minimum of three years of experience in nonprofit financial management, grant administration, budgeting, accounting support, or a related field.
- Bachelor's degree in accounting, finance, business administration, public administration, nonprofit management, or an equivalent combination of education and relevant experience.
- Experience developing and monitoring organizational and project budgets.



- Experience preparing financial reports, budget analyses, or grant financial reports.
- Proficiency with common grants platforms and Microsoft-based tools
- Demonstrated ability to manage multiple projects, deadlines, and funding requirements with a high degree of accuracy and attention to detail.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work independently while collaborating effectively with staff, contractors, funders, and board members.

DESIRED QUALIFICATIONS

- Experience managing federal and state grant budgets, compliance requirements, reimbursement requests, and financial reporting.
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To Apply

Send by email a resume and a detailed cover letter that addresses required and desired qualifications to Jennifer Hamilton, Executive Director at jennifer@jwcw.org

Applications received by 11:59 p.m. Pacific Time on Thursday, July 30th will receive priority consideration. The position will remain open until filled.

Please use PDF files when attaching the cover letter and resume. **No phone calls, please.**