



## Job Opening: Financial Planning and Analysis Manager

**Friends of Herring River** (FHR) is seeking an experienced, skilled, and detail-oriented individual to fill a new staff position - Financial Planning and Analysis Manager - adding essential capacity to a small and dedicated team. The candidate who is selected will be energetic, organized, and make a significant difference within the operations of FHR and assist FHR in supporting the largest salt marsh restoration project in the Northeast U.S. to restore full tidal flow for numerous benefits to the coastal habitat, ecosystem services, and climate. FHR works alongside a talented team of project co-owners, funders, and contractors.

FHR is a nonprofit, charitable organization founded in 2009 to support data collection, community mobilization and education, planning/permitting, and now the implementation of the Herring River Restoration Project (HRRP). The project is co-owned by the Town of Wellfleet, Massachusetts, and Cape Cod National Seashore (U.S. National Park Service). After decades of planning, the Project is now in Phase 1 of construction and FHR will continue to build on an accomplished legacy of providing valuable non-construction project support services while also working to mature as an organization through strategy, operations, and teamwork. FHR has a mission *to inspire and accelerate restoration of estuaries and ecosystems for the benefit of nature and all people.*

### POSITION OVERVIEW

The HRRP team depends on FHR, as the nonprofit partner, to forecast HRRP budgets, secure and administer grants, and develop and manage numerous non-construction contracts. The Financial Planning and Analysis Manager (FPAM) will be responsible for budgeting, tracking and management of numerous grants and contracts, cash flow projections and management, fundraising support, and financial analysis and reporting. This FPAM will initially coordinate with an external accounting firm which maintains the general ledger, processes payroll and benefits, and coordinates the annual audit. This role will provide services crucial to the effective execution of the restoration project and to organizational operations by driving financial quality and accuracy through technology and process enhancements.

### POSITION STRUCTURE

Depending on the candidate's skills and qualifications, and the candidate's preferences for flexibility, the FPAM position could begin as a part-time staff position with an option to become a full-time staff position with benefits available, within 12 months based on performance, need, and mutual interest. For a candidate whose profile meets our stringent qualification criteria, the position can begin as a full-time position. The location of this FPAM position is hybrid, with opportunity to work from both a remote location as well as meet the expectation of working in the FHR office in Wellfleet, MA for at least 1-2 days each week (more if the candidate desires).

The successful FPAM candidate needs to reside on Cape Cod within reasonable commuting distance of Wellfleet. The majority of the work will be conducted during regular business hours, however occasional

evening or weekend events/meetings may arise. FHR strives to be an organization which supports professional development and healthy work-life balance; and encourages a disposition of rigor, positivity, and joy.

The FPAM will work closely with and report to the FHR Executive Director. Interaction with the FHR Board Treasurer and FHR's externally contracted accounting firm, currently in place, is anticipated. A requirement of this position is to attend weekly project meetings to become familiar with the approach, stakeholders, and the requirements all of which influence the financial and contracting priorities. In time, the FPAM is likely to communicate directly with members of the project team, including members of the federal and state funding entities, as well as the consultants who are contracted with FHR.

## **ESSENTIAL FUNCTIONS**

### **Finances**

- Establish and maintain a robust financial management system for tracking all grant and contract budgets, invoicing, and related expenses following Generally Accepted Accounting Principles (GAAP).
- Analyze grant/contract financial data and generate forecasts to provide budget and planning insights.
- General monthly financial reports and summary financial reports for Board meetings; provide financial oversight and funding projections.
- Manage and provide documentation in support of the annual audit.

### **Grants**

- Develop grant proposal budgets in collaboration with the FHR Executive Director to ensure completeness, allowability, and grantor compliance for timely submission.
- Review terms and conditions of new awards to full compliance on use and reporting.
- Establish systems and access to project grant awards to facilitate invoicing reimbursement payments.
- Monitor all activities post-award, including communication with Grants Administrators (state, federal and other entities), performance reviews, facilitating award changes, and administering closeouts.
- Prepare and provide financial reports for grant reports.
- Respond to requests from grantors as needed.

### **Contracts**

- Solicit proposals, collect, and collate submission, design and support the review and selection process for contractors.
- Develop a contract management database to maintain contractual records and documentation.
- Determine schedules for contract schedules, amendments, and completion.
- Generate reports on contract status; communicate/discuss any issues with FHR Executive Director.
- Implement contract-related policies and procedures for management and administration to ensure compliance with laws, regulations, and grant/contract terms.
- Monitor transaction compliance and communicate contractual issues regularly.
- Process contract invoices, track remaining funds, and ensure compliance with grantor guidelines.

### **General**

- Attend weekly meetings with core HRRP teams, currently Wednesday mornings, to stay abreast of project developments and needs informing grants and contracts Manage the external accounting firm, coordinating on financial data, access, and reporting.

- Perform related duties as assigned to meet project financial goals, such as participation in contract negotiations.
- Provide financial review and support to project partners, as directed by FHR Executive Director.

## QUALIFICATIONS & COMPETENCIES

- Bachelor's degree in business administration, finance, or related field required; advanced degree or certification in finance, business, or project management preferred.
- 3-5 years of documented experience in state and federal grant applications (including prospecting, preparation & submission), administration, and reporting.
- Proficient in contract management processes and techniques; knowledge of legal requirements in contractual agreements.
- Direct experience with development, maintenance, and analysis of accounting and financial tracking systems and reports.
- Excellent reading and language comprehension; ability to communicate complex information in concise and effective manners.
- Strong attention to detail, meticulous record-keeping, and ability to identify errors and inconsistencies.
- Self-motivated; capable of working independently and prioritizing tasks effectively.
- Collaborative team player, able to work under direction to achieve project outcomes within specified parameters.
- Superb organizational and technological skills with proficiency with Windows software, Google Suite, and database management. Proficiency with Excel is required, proficiency with QuickBooks is desired, as well as familiarity with other financial services tools.

## COMPENSATION & BENEFITS

Friends of Herring River (FHR) prefers to hire a highly qualified individual as a full-time employee with skills/competencies and salary consistent with FHR's Manager level and an anticipated salary within \$80,000-90,000 with benefits. If part-time employment is desired or mutually agreed upon, the anticipated salary is within \$40,000-50,000. The anticipated duration for this position is a minimum of 3 years, with the intention that it will last much longer, alongside FHR's growth.

## TO APPLY

Please write a cover letter describing *why* you are qualified and *why* you are applying. Combine the letter with a current resume into a single PDF document. **Email this PDF to [Application@herringriver.org](mailto:Application@herringriver.org)**  
Please write "Financial Planning & Analysis Manager" in the email subject line.

FHR is committed to building a diverse and inclusive community and strongly encourage candidates of all backgrounds and identities to apply. Please apply if interested.

**Deadline to Apply:** Resumes will be reviewed on a rolling basis, with a priority submission deadline of June 30, 2024. Interviews will begin in early August 2024 and continue until position is filled.