



The Industrial Commons Financial and Grants Manager

Job Title: Financial and Grants Manager	Reports To: Senior Director of Finance
Department/Location: The Industrial Commons - Finance and Development	Revision Dates: 4/17/24

Overview: The Financial and Grants Manager is a full-time salaried exempt position that is responsible for managing financial and grant systems for The Industrial Commons and North Carolina Textile Innovation and Sustainability Engine (NCTISE).

About The Industrial Commons: The Industrial Commons is a nonprofit in Morganton, NC creating an ecosystem focused on rooting local wealth and ownership. TIC is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Primary Function: The Financial and Grants Manager will work collaboratively with TIC's Co-Executive Directors, TIC's Senior Director of Finance and the NCTISE CEO and Deputy CEO, along with other TIC staff. It is required for this individual to be located in Western North Carolina.

Essential Functions:

- Collaborate daily with TIC and NCTISE staff on TIC grant accounting and financial tasks, including administration, coordination, and reporting.
- Coordinate with TIC Finance team and Development Director to establish, refine, and implement grant tracking systems, assist with Accounts Receivables and Accounts Payables (AR/AP).
- Prepare financial reports on and transactions for all awarded funds.
- Manage sub-award contracts for NCTISE, ensuring reporting and monitoring.
- Collaborate with TIC Financial and Administrative staff to prepare grant reports for TIC and NCTISE Boards of Directors and auditors.
- Manage official transactions for NCTISE, including procurement for and of contracted services.
- Develop systems for organizing data from NCTISE Partners.
- Conduct monthly/quarterly grant reporting, covering grant activities, cash flow, indirect costs, and balances.

Preferred Knowledge, Skills and Experience:

- Between 5-10 years of relevant experience in grant, financial, and information management.
- Ability to operate a computer and other office productivity machinery.
- Proficiency in the use of Quickbooks software system and Google Suite, including concise email communication.
- Good communication skills with the ability to convey information to a wide variety of audiences including co-workers, partners, and other community members.
- Maintains confidentiality and demonstrates discretion when handling sensitive information.
- Ability to work well autonomously as well as within a team environment while achieving a common goal.

Physical Demands and Work Environment:

- Ability to Occasionally lift 15 lbs-50 lbs.
- Ability to remain in a stationary position with computer work.
- Must be able to move about various office and event environments to access office machinery, filing systems and to communicate with staff.
- Ability and willingness to travel domestically or internationally if needed.
- Ability to effectively handle the demands of a fast-paced work environment, maintaining composure in demanding situations.

Annual salary range \$50,000-\$52,000 depending on experience. To apply, please send a cover letter, resume, and 3 professional references via email to HR@theindustrialcommons.org.