



Densho Finance & Grants Director Job Description

Densho seeks a Finance & Grants Director to oversee and administer Densho's accounting, budgetary, audit, payroll, benefits, and grants programs; and oversee office operations. The successful candidate will be responsible for maintaining strong financial systems while closely working with other members of the Densho management team to improve operations and the quality of work experience for staff. Upon hire, the Finance & Grants Director will initially focus on the accounting and budgeting functions of the organization. Grants management and human resources responsibilities will gradually be added to the responsibilities of the Finance & Grants Director during a transition period.

The Finance & Grants Director will report to the Executive Director, be a member of the Densho management team, engage with the Densho Board, and initially manage an accounting clerk.

Duties and Responsibilities

Supervisory Duties

- Hire and supervise an Accounting Clerk. In the future, hire and supervise a Facilities Coordinator, and/or contractors in the completion of daily activities around facilities management.

Financial Management

- Oversee the organization's accounting including the preparation/review of journal entries, reconciliations, month-end and year-end closes, ensure regulatory filings are completed timely.
- Present regular financial reports to the Finance Committee, board of directors, Executive Director, and management team.
- Lead the annual budgeting process in collaboration with the Executive Director and management team, including creating variance reports to monitor progress against the budget at the organizational and program/project level.
- Ensure proper internal documentation is kept, including policies and procedures, accounting manual, etc.

Human Resource Management

- Oversee the timely implementation of payroll and benefits.
- Regularly review and assess payroll, benefits, and personnel policies with management team to promote equity and fairness.
- Maintain and update the Employee Handbook.

Grants Management

- Oversee and manage the timely submission of grants, including working with the Executive Director, Fund Development Director, Programs managers, and other staff to complete the narrative, while preparing budgets and related documents for applications.
- Oversee the administration of local, state, and federal grants and foundation awards.
- Prepare and submit grant reports (financial and narrative) and other required paperwork and documentation.
- Work with project managers and other staff to meet deliverable and reporting deadlines and to stay on budget.

Oversee the Annual Financial Audit

- Lead and coordinate the annual audit process: work with external auditors, the Finance Committee, and Executive Director.
- Respond to all audit queries, prepare and review financial statements and 990 filings.
- Work with the Executive Director to address issues and recommendations resulting from the audit.

Contracts and Content Licensing

- Manage the contracts process; ensure that contracts are appropriate with all external partners, vendors and contractors.
- Manage release forms and licensing agreements for Densho content.

Experience and Qualifications

- Strong commitment to the mission, vision, and values of Densho
- At least three years of financial management experience
- Excellent mathematical and analysis skills
- Ability to work effectively and collaboratively to lead departments and individuals
- Strong written and verbal communication skills to create reports and present them to others
- Knowledge of analysis and financial software
- Strong creative skills to develop new and innovative solutions
- Organized and detail-oriented

Compensation and Benefits

This is a full-time position that is based in Seattle. The anticipated salary range for the position is \$75,000 to \$85,000. Densho offers a generous benefits package including: excellent health, vision and dental plans; 3% employer retirement contributions; paid vacation; and parental and health-related leave.

How to Apply

Please apply online by submitting your cover letter and resume in a single PDF document via email to jobs@densho.org. Please put "Finance and Grants Director" in the subject line. In your cover letter, please describe your particular interest in Densho and your qualifications for

the Finance and Grants Director position. Questions may be directed to Dana Hoshide at dana.hoshide@densho.org. All applications will be confidential within the hiring team and given serious consideration as soon as they are received. Job interviews will begin in December and continue until the position is filled.

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Densho is committed to providing a work environment free from discrimination and harassment.

About Densho

Founded in 1996, Densho is a trailblazer in the use of digital technology to preserve, share, and document the stories of Japanese Americans who were incarcerated during World War II. The mission of Densho is to preserve and share the history of the WWII incarceration of Japanese Americans to promote equity and justice today. Densho's public website offers irreplaceable firsthand accounts, coupled with historical materials and educational resources to explore principles of democracy, and promote equal justice for all. Linking the past to the present, Densho creates awareness of the fear of others and scapegoating and works to solve these and related problems. Moreover, its online historical content will become more important as online learning increases and many museums begin disappearing because of diminishing visitors. The lessons learned from the World War II mass removal and incarceration of Japanese Americans are needed today more than ever. We need your help to amplify these lessons of what can happen in our country in an environment of fear, racism, and failure of political leadership.