



Finance and Grants Compliance Manager

Job Description

Organization Overview

Densho is a nonprofit organization and community archive dedicated to preserving and sharing the history of Japanese American incarceration during World War II to promote equity and justice today. Founded in 1996, Densho offers the most comprehensive online resource on this history. Through our extensive digital archives, online encyclopedia, and other educational resources, we aim to deepen public understanding, foster dialogue, encourage critical thinking, and educate future generations to build a more equitable and just society.

Role Summary

Densho seeks an individual with financial and grants management experience to build strong financial systems and reporting structures for the organization. The Finance and Grants Compliance Manager oversees the organization's federal, local and foundation grant activities, including compliance with donor/grant requirements. This position is responsible for tracking spending across all active grants and working with program managers and staff to track project deliverables and spending. The Finance and Grants Compliance Manager is responsible for preparing grant financial reports. The Finance and Grants Compliance Manager reports to the Operations Director.

This part-time position (25 hours or less per week) offers the flexibility of being a hybrid role or it can be a fully on-site position at Densho's office in Seattle's International District.

Essential Duties and Responsibilities

- Oversee all grant reporting, produce financial grant reports
- Track grant deadlines and work with staff to submit reports
- Schedule and lead grant project meetings with appropriate staff and program managers to ensure grant spending is on target
- Assist with award modifications, including budget and scope modifications, extensions and amendments
- Manage and produce consistent documentation for each grant project
- Create and maintain internal and online systems to display and track spending at grant and project levels
- Act as the compliance point person by providing guidance and advice on the processing/implementing of new and ongoing awards
- Support program managers with the development and implementation of action plans to address compliance related findings

Required Qualifications

- Strong commitment to Densho's mission and values.
- Minimum of 3 years of grants management experience, including financial tracking and reporting.
- Advanced Excel skills.
- Experience managing federal grant awards.
- Strong communications skills, both written and verbal.
- Detail oriented with proven ability to organize and manage multiple priorities.
- Strong time management skills, ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Familiarity with analysis and financial software.
- Proficiency with QuickBooks, Excel and Google Drive.

Preferred Qualifications and Experience:

- Supervisory experience.
- Knowledge of tax and other compliance issues related to 501c3 organizations.

Compensation and Benefits

This is a part-time position, 20-25 hours per week, no benefits. The anticipated hourly range for the position is \$30 - \$40 per hour (DOE). Candidates at a higher hourly rate reflect applicants' years of experience that pertain to the position, relevant qualifications, advanced degrees, CFRE coursework, etc. PTO is accrued at a rate of 2 hours for every 40 worked; and the candidate will receive 12 holidays paid on a prorated basis. In addition, Densho provides a collaborative and inclusive work environment, opportunities for staff development and professional growth, and meaningful and impactful work.

Application & Hiring Process

Please include the following in a single file PDF, emailed to jobs@densho.org. **The deadline for applications is Tuesday, July 7.**

- Please carefully review the required and desired qualifications in the job description to include a resume that reflects your experience and a compelling cover letter that demonstrates why you are interested in this position.
- If you move forward with the process, we may ask for 2-3 references. A criminal history background check will be conducted on the final candidate prior to beginning employment. A criminal background will not automatically eliminate you from consideration.

Accessibility Accommodation

Densho provides accommodations, upon request, for candidates with disabilities during the application, interview, and hiring process - including options like alternate formats or interpretation services during the interview.

Equal Opportunity Employer

Densho is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, 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.

Densho values the diversity of the people we hire and serve. Inclusion and diversity at Densho means cultivating a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.