

**JOB TITLE:** Finance & Grants Manager

**LOCATION:** Whitefish, MT

**POSITION TYPE:** Part to-Full Time, depending on skills and qualifications

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**OVERVIEW:**

The Whitefish Lake Institute (WLI), a leader in water quality research and education, is seeking an experienced professional to join our non-profit team as a Finance & Grants Manager (FGM) in Whitefish, Montana. Reporting to the Executive Director, the FGM will be the lead financial team member. As part of a small but high impact non-profit team, the FGM will play a significant role helping WLI fulfill its mission to protect and improve water quality in the Whitefish area.

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**ESSENTIAL FUNCTIONS**

**Core Responsibilities**

- Manages finances, including AP, AR, payroll, programmatic budgeting and other financial reporting using QuickBooks Pro and Excel software
- Writes, administers, invoices, and reports on grants to support programs
- Administers, invoices, and reports on contracts to support programs

**Other Responsibilities**

- Participates in staff meetings, board meetings and WLI sponsored events
- Participates in organizational planning
- Fulfills miscellaneous administrative tasks associated with a small non-profit corporation

**Potential Responsibilities**

- Manages membership database
- Co-coordinates special events, such as the Montana Lakes Conference and Science Quenchers
- Fundraises through all means appropriate to the organization
- Assists in web page and social media
- Assists staff in performing other job functions as needed to fulfill mission statement
- Assists in scientific data collection in the field as needed

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## DESIRED SKILLS, QUALIFICATIONS & QUALITIES:

- Bachelor's degree with at least five years experience in bookkeeping using QuickBooks Pro
- Fluency in non-profit cost accounting
- Command of major software programs including the Microsoft Suite (Word, Excel, PowerPoint, and Publisher)
- Exceptional communication skills
- Excellent grant writing skills
- Capacity to juggle multiple tasks in a high-energy environment
- Flexible, reliable, and self-directed work style
- Ability to work collaboratively in a team environment
- Positive, motivated, energetic, and empathetic attitude
- Passion for the aquatic resources of a small but vital watershed located at the headwaters of the Columbia River Basin

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## COMPENSATION:

- Competitive salary commensurate with experience and skillset
- Vacation
- Retirement contribution

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## APPLICATION PROCESS:

- Supply the following documents in a single PDF in the order listed below:
  - Cover Letter
  - Resume
  - Three professional references
  - One fundraising writing sample (preferably a grant)
  - Supplemental Questions
    - Describe your approach to accounting practices (word count maximum=200)
    - WLI staff work collaboratively to overcome challenges to accomplish on-the-ground projects. Describe your experience with problem solving and the methods you use to provide efficiency in the workplace (word count maximum=300).
    - List three things that appeal to you the most about working for WLI (word count maximum= 300).
- Submit required information electronically to: Mike Koopal, Executive Director, [mike@whitefishlake.org](mailto:mike@whitefishlake.org)
- Application packet due by end of business day March 12, 2021
- The search committee will schedule interviews for April 5-7, 2021
- Projected position start date is June 1, 2021

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### **ABOUT THE WHITEFISH LAKE INSTITUTE:**

Founded in 2005, WLI is a science and education based 501(c)(3) non-profit led by a volunteer board of directors and assisted by a Science Advisory committee. WLI partners with various organizations to creatively fund research and develop programs for Whitefish Lake and Whitefish area water resources. WLI is not an advocacy organization—instead we conduct research and provide scientific data to resource managers and citizens to aid in the decision-making process. We are funded by a broad base of members, research and education grants, and programmatic partnerships with other organizations and resource management agencies. We accomplish our work through three program areas; Science, Education, and Aquatic Resource Initiatives. Further information about the organization can be found at [www.whitefishlake.org](http://www.whitefishlake.org).

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### **ABOUT WHITEFISH, MONTANA:**

Located in the heart of the spectacular northern Rocky Mountains, Whitefish is home to approximately 8,000 residents. Named one of the "Top 25 Ski Towns in the World" by National Geographic, Whitefish is located on the shores of Whitefish Lake and at the base of Big Mountain—home to Whitefish Mountain Resort. A short jaunt to Glacier National Park, Whitefish is a year-round destination with plentiful attractions and a mixed array of shops, coffee houses, restaurants, accommodations, community gatherings, and nightlife. Cultural opportunities abound with two local professional theaters, area museums and many diverse musical offerings. Public and state lands offer exceptional downhill and Nordic skiing, snowboarding, hiking, hunting, biking, and boating. Amtrak's Empire Builder stops daily in Whitefish, and Glacier Park International Airport is only 15 minutes away.