



Position Announcement
Director of Finance and Grants Administration
Association of University Centers on Disabilities (AUCD)

AUCD is currently seeking a Director of Finance and Grants Administration to oversee all financial aspects of the Association and responsible for the flow of financial information to the Executive Director, Board of Directors and, where necessary, external parties such as grantors, investors or financial institutions. This position will provide direction and leadership on a wide range of finance and grant/contract management activities in support of the Association and network's strategic priorities and mission. The office is located in downtown Silver Spring, MD, one block from the red line Silver Spring Metro station.

AUCD is a national nonprofit organization that promotes and supports a national network of interdisciplinary centers on disabilities. Its member centers represent every US state and territory and include 67 University Centers for Excellence in Developmental Disabilities (UCEDD), 52 Leadership Education in Neurodevelopmental and Related Disabilities (LEND) Programs and 14 Intellectual and Developmental Disabilities Research Centers (IDDRC). Together, these organizations advance policy and practice through research, education, leadership, and services for and with individuals with developmental and other disabilities, their families and communities, in support of independence, productivity, and a satisfying quality of life.

Job Responsibilities: The Director of Finance and Grants Administration will work closely with the Executive Director, administration and program directors, and accountants to provide overall coordination and monitoring of AUCD finances to achieve the following:

Oversee Organization's Accounting and Finance Functions (40%)

- Oversee organization's entire accounting and finance functions including identification of areas of improvement and strategic guidance for the organization's financial and accounting management
- Work directly with and provide oversight to the outsourced accounting firm (who provides transactional support, closes the books and prepares financial statements)
- Support the Association Finance Committee, including presenting monthly financials and following up on recommendations
- Develop finance and accounting policy and procedures, manuals, forms, tools

Grants and Contracts Management and Reporting (40%)

- Managing prime awards and sub-awards from proposal to closeout stage including drafting and negotiating terms and conditions, submitting invoices and donor reports, and drawing down funds
- Supporting senior staff in developing and managing budgets for new projects and programs
- Develop annual Indirect Rate proposal and submission

Institutional, Grants and Contracts Level Budgeting (10%)

- Develop organization's annual operating and capital budget

- Develop all proposal, grants and contracts budgets
- Work with program directors on monthly budget analysis as well as organization-wide

Internal Controls and Process Improvement (5%)

- Refine templates and produce new ones to comply with changing regulations
- Develop materials and tools to implement new policies and procedures

Managing auditor and investment bank relationship (5%)

- Manage organization's audit process, 990 and 1099s
- Manage the organization's investment portfolio

Qualifications:

- Bachelor's degree in Finance or other relevant degree and 5-10 years' work experience in, and superior knowledge of, nonprofit financial management, with multiple projects and demonstrated accounting and financial analysis experience.
- Proficient knowledge in federal and public grant funding.
- Experience in project management and bridge-building across cross-functional teams.
- Excellent analytical, detailed-oriented skills with ability to link to big picture.
- Exceptional interpersonal, oral and written presentation and communication skills.
- Proficient with financial management systems including budget development and tracking in MS Excel.
- Preferred but not required: a graduate degree in Finance or related field (MBA, MPA, etc.), and experience in monitoring and analyzing fundraising/development funds.

Benefits

AUCD provides a competitive salary based on education and experience; health, dental, disability, life insurance and retirement benefits; and three weeks' vacation plus sick and personal days and paid holidays. This position is an opportunity to exercise your creativity and initiative and work in a fast-paced yet relaxed office atmosphere, in support of improving the quality of life with and for people with intellectual and other disabilities and their families.

Procedures

Via email only, submit 1) a letter of interest, 2) a resume of relevant experiences, and 3) names and contact information for three references to:

Laura Martin, Senior Director, Operations and Development
lmartin@aucd.org

This position is open immediately. Applications will be accepted until the position is filled.

The online job posting can be found on our [Employment](#) page of our website.

AUCD is an equal opportunity employer.
Persons from diverse cultures and persons with disabilities are encouraged to apply.

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