**Fiscal Sponsorship Operations & Finance Associate**

The Center for Community Stewardship (C4CS) is hiring for an operations & finance associate. This position’s duties range from programmatic to administrative and will work closely with all three employees of C4CS. This position offers great potential for professional development and growth within the organization.

**About the Center for Community Stewardship**

C4CS is a rapidly growing nonprofit focusing on fiscal sponsorship and capacity building. C4CS currently has over 60 fiscally sponsored organizations in Wisconsin ranging from small grassroots organizations to larger organizations with multiple employees. C4CS works with some great organizations, including the Progress Center for Black Women, Open Doors for Refugees, Wisconsin EcoLatinos, and others.

C4CS values include open and transparent communication; mindfulness & reflection; and racial equity & inclusion.

**Position Responsibilities**

The main job responsibilities include:

- **Operations**: Assist the Operations Director and Executive Director in tasks such as insurance, HR, events, and grant reporting. These tasks will vary and be based on a combination of organizational needs and employee skills and interests. 40%.
- **Accounting**: Bookkeeping, transactional processing, project support, processing donations from our online fundraising portal, reviewing receipts for accuracy and completion. 30%
- **Fiscally Sponsored Organization Liaison**: Serve as the C4CS liaison to a small portfolio of fiscally sponsored organizations. This includes reviewing profit and loss statements, approving payment requests, and working with them to apply for and fulfill grant requirements. 30%

**About You**

- An interest in working with social entrepreneurs and start-up organizations.
- Financial literacy: able to read financial reports and have a basic understanding of accounting and budgeting.
- Comfortable working with a variety of types of grassroots, diverse organizations, and a dedication to equity and inclusion.
- A high degree of accuracy and attention to detail.
- High level of proficiency with Word and Excel and experience with a variety of web-based software and fundraising platforms.
- Experience with any of the following: contracts, insurance, and HR.
- 2-5 years of work experience, preferably in the nonprofit sector.
- Bilingual English/Spanish strongly desired.
**Hours**
This job is full-time (35 hrs/week), with a flexible schedule anytime between 8:30 and 5pm. The C4CS office is located a mile east of the square in Madison, WI.

**Pay & Benefits**
$50-$56k annually depending on experience.
Medical Insurance (80% employer paid for individual coverage, 40% for family)
Generous Paid Time Off (PTO)         Long term disability (covered)
Life Insurance (covered)            Vision Insurance    Dental Insurance

**To Apply**
Please send a statement of interest in the position along with a resume to Lisa Dugdale, Executive Director, at info@community-stewardship.org. Applications will be reviewed starting on November 14th.