

Finance & Donor Program Specialist

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About Us

Cooperative Development Services is a nonprofit regional cooperative development center with a mission of supporting new and emerging cooperative enterprises in MN, WI, and IA, along with operating a nationwide fiscal sponsorship program. Based in Eagan, MN, our small but mighty team works enthusiastically to promote and strengthen the cooperative economy in the Upper Midwest and beyond.

Position Overview

We're seeking a detail-oriented Finance & Donor Program Specialist to oversee our financial operations and our growing fiscal sponsorship program. This new full-time position combines bookkeeping responsibilities with donor and client management, with a goal of creating a streamlined approach to our financial and administrative needs. The ideal candidate will be comfortable with financial systems and client relations, with an openness to incorporating emerging technology to enhance efficiency. Our dynamic organization offers opportunity for growth and development for the right person who is enthusiastic about cooperatives and cooperative development. Reports to the Executive Director.

Primary Responsibilities

Financial Management (35%)

- Maintain accurate financial records using Quickbooks Online
- Process accounts payable and receivable
- Reconcile bank and credit card statements monthly
- Prepare financial reports for the Executive Director and Board
- Assist with budget development and monitoring
- Support annual audit preparation and tax filing requirements
- Handle payroll processing and related tax filings
- Work with program staff to prepare and submit accurate grant invoices for state, federal, and institutional funders
- Track allowable expenses and maintain documentation for grant compliance and reporting

Fiscal Sponsorship Program Administration (40%)

- Track and process incoming donations using both internal systems and the GiveMN/MightyCause platform to ensure accurate, integrated donor records
- Generate and send donor acknowledgment letters
- Manage internal account transfers for fiscally sponsored clients
- Create regular reports on donation activities

- Maintain donor database and ensure data accuracy
- Serve as point of contact for fiscally sponsored organizations

Administrative Support & Special Projects (15%)

- Provide administrative support to the Executive Director and Officer Manager as needed
- Assist with office management and vendor relationships
- Support special events, conferences, and fundraising activities
- Help coordinate board meetings and prepare materials
- Participate in cross-functional projects as they arise
- Support strategic initiatives as needed

Systems & Process Optimization (10%)

- Identify opportunities to streamline financial and administrative processes
- Evaluate and implement appropriate technology tools, including AI solutions
- Document procedures and create systems for greater efficiency
- Analyze financial and donation data to provide insights for organizational planning

Qualifications

Required

- 3+ years of bookkeeping or accounting experience (nonprofit experience preferred)
- Experience with donor management or customer relationship systems
- Proficiency with Quickbooks Online and Microsoft Office suite
- Flexibility and capacity to embrace technological changes that improve organizational efficiency
- Strong attention to detail and organizational skills, including ability to reconcile complex accounts with minimal errors
- Excellent communication skills, both written and verbal
- Ability to maintain confidentiality regarding financial and donor information
- Associate's degree or higher in accounting, business, or related field (or equivalent work experience)
- Ability to self-manage workflow and schedule in a remote working environment

Preferred

- Knowledge of nonprofit accounting principles
- Knowledge of fiscal sponsorship programs, or willingness to learn
- Understanding of grant compliance and documentation standards, or willingness to learn
- Experience implementing or using automation tools
- Knowledge of the cooperative sector, or willingness to learn

Work Environment

- Full-time, 40 hours per week
- Primarily remote with monthly in-person staff meetings and occasional other meetings in the Twin Cities
- Salary range of \$47,000-\$52,000 per year, based on experience
- Benefits include employer contribution to health insurance, disability, PTO, 401K after 1 year
- Onboarding will include support from our accounting consultants and shadowing with existing program staff
- Friendly, collegial, and supportive work culture

Application Process

To apply, please submit your resume and cover letter to lwatson@cdsus.coop with the subject line "Finance & Donor Program Specialist Application." In your cover letter, please provide specific examples of any relevant bookkeeping, administrative, or donor management experience, as well as any interest or experience with cooperatives. Applications accepted on a rolling basis until position is filled.

Cooperative Development Services is an equal opportunity employer committed to creating an inclusive workplace. We encourage applications from candidates of all backgrounds.