

Finance & Nonprofit Management Professional

Organization	Green Buffalo Institute (501(c)(3) Nonprofit)
Contract Type	Independent Contractor (75% remote, 25% in-person)
Time Period	12 months
Hours	20-30 hours per month
Compensation	Commensurate with experience
Reports To	Executive Director

HOW TO APPLY:

TO SUBMIT

- (1) your resume
- (2) 1-2 page informal write up about (a) why you'd love to join the GBI team and (b) why you're a great candidate to fill this role. This can be a cover letter, or less formal.

NOTE: If there's something in the job description that doesn't quite match your experience - that's okay, we encourage you to still apply.

EMAIL: Danny Desjarlais, GBI Executive Director at: dannydesjarlais@gmail.com (include the job title in the subject line).

WHAT TO EXPECT: You'll receive a confirmation email that we received your materials within 1-2 days of submission. By September 3, you'll be notified by email of your application status and whether you've been selected for an interview. Interviews will take place the following 2 weeks, and we aim to contract and onboard new team members by late September or early October.

APPLY BY: Thursday, September 3, 2026 @ 11:59 CST

Position Summary

Green Buffalo Institute (GBI) seeks an experienced **Finance & Nonprofit Management Professional** (Contractor) to build the financial infrastructure, systems, and internal capacity needed to support the organization's growth.

This is a foundational, systems-building role:

Financial health: the consultant will design and install the financial policies, procedures, and tools GBI needs to operate with transparency, strong internal controls, and full grant compliance for both public and private grants, while also transferring that knowledge to GBI staff so the organization becomes self-sufficient in day-to-day financial management.

Nonprofit health: the consultant will ensure the executive director, team members, and board provide direct professional development, training, and 1:1 mentorship on the requirements of operating a healthy and sustainable nonprofit, to include financial health, operational health, programmatic health, and executive leadership development.

We're looking for people who love collaborating and working with people, who love mission-driven work, and who'd be thrilled to join our Native-led startup nonprofit team.

Key Responsibilities

- **Establish a comprehensive financial management manual** for GBI, documenting all financial systems, internal control policies, and standard operating procedures (cash handling, expense approval, reimbursement, payroll, procurement, and financial recordkeeping).
- **Design and implement a grant management system** to track award terms, reporting deadlines, budget-to-actual performance, and compliance requirements across all active and pending grants.
- **Set up, configure and manage QuickBooks** (or GBI's chosen accounting platform) with a nonprofit-appropriate chart of accounts, class/fund tracking, and reporting structures to ensure transparency, grant compliance, annual tax forms, and audit readiness.
- **Develop budgets and reusable budget templates** for monthly board financial reports and annual organizational reports, including program-level and grant-level budget breakdowns.
- **Deliver hands-on financial and nonprofit management training** to GBI staff and leadership to build internal know-how and ensure effective knowledge transfer beyond the contract term.
- **Perform the organization's annual financial review for fiscal years 2026 and 2027**, coordinating with any external reviewers or accountants as needed.
- **Assess and strengthen GBI's financial readiness** for future independent financial reviews and prepare the organization's systems, documentation, and controls for a future formal audit.
- **Lead and facilitate GBI's 3-year nonprofit strategic planning process and deliver a final 3-year strategic plan.** In this process, will contribute financial modeling and analysis for the financial projects of the organization.
- **Work in sync and as an active collaborator with executive director, board, and other team members and consultants** to support projects and requests related to financial, nonprofit and strategic work as needed, to support the overall health of the organization.

Deliverables

- Completed Financial Management Manual (policies & procedures).
- Fully configured QuickBooks system with grant/fund tracking enabled.
- Support Executive Administrative Manager to ensure timely and accurate bookkeeping and recording keeping, including receipts, invoices, documents and tax reports and records.

- Grant management tracking system/tool with training documentation.
- Monthly board financial report template and annual report template.
- Completed 2026 and 2027 annual financial reviews.
- Audit-readiness assessment and remediation checklist.
- Lead and facilitate a 3-year strategic planning process, and deliver a 3-year strategic plan.
- Deliver small group professional development and nonprofit trainings and provide 1:1 mentorship with the executive team and board.

Qualifications

- Demonstrated experience in nonprofit financial management, accounting, or a related field.
- Proficiency in QuickBooks (or comparable nonprofit accounting software) and grant budget management.
- Working knowledge of nonprofit compliance standards, GAAP, and grant reporting requirements (federal, state, and philanthropic funders).
- Experience designing internal control systems and financial policy manuals for small or growing nonprofits.
- Strong training and facilitation skills, with the ability to transfer financial knowledge to non-finance staff.
- Experience preparing organizations for financial reviews or audits is strongly preferred.
- Experience facilitating and leading nonprofit strategic planning process.
- Experience working in community teams; experience working with Native Nations and Native nonprofits preferred.