



Position: Financial Planning & Analysis (FPA) Manager

Reports to: COO

Position Type: Full-Time

Location: Kendall Square / Dorchester

Compensation: \$45,000-\$65,000 annual salary

ICW's mission is to reduce gun violence by amplifying the voice and agency of people who have been most impacted by systemic racism and mass incarceration. We partner with program participants through case management and careers in and beyond personal training. Individuals are elevated as experts in fitness and the social issues they've lived. ICW is a culture and community in which power dynamics are flipped, social capital is bridged, and new leaders emerge in the fight to combat long-standing inequities.

Position Overview: The FPA (Financial Planning and Analysis) Manager is responsible for the financial budgeting, analysis, and reporting. They will closely collaborate with the operations team on all aspects of financial management, and will work not only on internal analysis but the communication of analyses externally.

Financial Planning

- Author annual budget, collaborating with leadership team to establish and reflect goals at the “good” and “great” levels
- Author all project budgets for grant proposals
- Support Development Team and Data Manager with financial metrics on grant proposals and reports
- Upload annual budget to Quickbooks
- Establishing a regular cadence and procedure for updating budget throughout the year

Financial Analysis and Reporting

- Conduct finance analyses and create presentations and other materials for external and internal stakeholders
- Conduct financial analyses for expansion efforts, creating materials to solicit commitments for growth capital campaign
- Support COO with regular monitoring of budget vs actuals to ensure we are not over or under spending
- Manage the tracking and spending of restricted revenue, and work with Development team to establish parameters for this
- Support COO and Data Manager with preparation of financials for monthly KPI dashboards, and any other dashboards as needed
- Communicate with Relationship Managers at banks as needed
- Collaborate with Operations Manager on bookkeeping and communications with accountant as needed
- Support the preparation and gathering of materials for the internal monthly audits and external annual audits

Qualifications:

- At least 1-2 years of experience in a financial analysis role (or strong education in the area and ambitiously excited to learn)
- Proficient in Excel, Google Sheets and PowerPoint
- Demonstrated ability to be punctual, organized, and able to follow through on projects
- Ability to work individually as well as in a team environment
- Demonstrated ability to engage in proactive problem solving
- Passionate about racial equity and the ICW mission



- Willing and able to take feedback and adjust behavior as needed
- Excellent communication and interpersonal skills

Benefits:

- A partially matching SIMPLE IRA retirement plan
- Reimbursement of health insurance of up to \$250/month, or \$500/month with dependents
- Free 3rd party support in identifying an independent health insurance plan that best fits your needs
- Generous paid holiday policy
- 15 days paid vacation for years 1 and 2 of employment, and 20 days for years 3+ of employment
- 10 days of paid sick leave per year
- Free use of gym spaces at any hour
- Free access to mental health resource coordinator
- Year-round "summer Fridays" ending at 2pm

ICW is an equal opportunity employer. People of Color and women are encouraged to apply.

To apply, send your resume & cover letter to careers@innercityweightlifting.org.