



Position Description

Position Title: READI Finance Manager

Reports to: Vice President, Regional Initiatives

Date: May 2024

- Are you excited about our region's potential?
- Are you eager to apply your finance skills to more quality of place amenities, new real estate projects, and redevelopment?
- Do you have amazing attention to detail in service of big outcomes?

The South Bend – Elkhart Regional Partnership is a collaborative effort of economic development partners from 47 communities in northern Indiana and southwest Michigan. Our aim is to boost regional competitiveness and foster inclusive economic growth through job creation, strategic initiatives, and capital investment. We prioritize strengthening key sectors, nurturing talent, and showcasing our region's strengths. As part of our commitment, we seek to attract funding, support aligned initiatives, and foster knowledge exchange within and beyond our community.

The Regional Partnership is seeking a Finance Manager to oversee the day-to-day financial administration of \$95M in current and future READI funding.

Position Objective

You will work closely with project leads to ensure financial compliance and reporting for between 30-60 projects ranging in size from \$2M to \$200+M. You will establish direct relationships with all our municipal partners, economic development organizations, funders, developers and other stakeholders to work with projects from conception to completion. You will use and manage inter-related grant reporting data systems and document flow from projects to funders.

You will be excellent in (Primary Responsibilities):

- Project and/or operations management
- Financial and budget analysis + reporting
- Relationship cultivation, maintenance, and management
- Data management and data analysis (program output; financial data; expenditure review)

Ideally, you will possess (Skills)

- Knowledge of common real estate financing models
- Experience in grant administration and/or financial management
- Experience in federal and state funding streams, reporting, and compliance
- Experience in staffing or supporting boards or advisory panels



You will bring (experience)

- 5 or more years in relevant experience

You will be/posses/bring (competencies)

- Delight in working an office where no two days are the same and everyone brings their A game, every day
- Solutions based orientation + collaborative approach
- Motivated by challenges and guided by values
- Possess deep integrity and discretion
- Deep passion for our region's potential

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education verification. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status, or any other status protected by state or federal law.

Salary and Benefits

Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation, and sick days.

Please submit your resume and cover letter to Lori Flotow at lflotow@southbendelkhart.org.