About the Foundation

Bonfils-Stanton Foundation (BSF) is a private, grant-making foundation that invests in inclusive, diverse, and equitable arts & culture organizations and nonprofit leaders to create a thriving and just Denver. We are rooted in values of equity, collaboration, continuous learning, responsible stewardship and imagining what is possible. The foundation’s assets are roughly $90 million, we grant approximately $3.5 million in the Denver metro region annually and leverage our grantmaking through collaborations, strategic partnerships, and impact investing.

Position Overview

Bonfils-Stanton Foundation is looking for a highly motivated and detail-oriented self-starter to join our small, collaborative team. We are open to discussing the time commitment to the job but require a minimum of 25 hours per week. The position is primarily in person, but with consideration for a hybrid schedule after some time in the position.

The primary responsibilities of this position are in support of our finance and accounting function but will also provide support to our three program directors and executive assistant/grants manager.

The ideal candidate will be able to demonstrate:

- General knowledge of accounting and financial principles.
- Strong organizational and time management skills.
- A self-starter who can manage/prioritize multiple projects and competing priorities.
- Strong written and oral communication skills, with a high degree of professionalism, discretion, and ability to maintain confidentiality.
- Strong computer skills: proficiency in Microsoft Office, with an emphasis in Excel and Word, experience with accounting software and a willingness/ability to learn new programs and platforms including grants management.
- General office administration and analytic skills with an ability to problem solve.
- Can work well both independently and in a collaborative team environment.
- A connection to the Foundation’s mission and values, especially our equity and anti-racism values, and will ensure that all work is advancing and aligned with these values.
- Experience in a nonprofit environment and familiarity with grantmaking, communications and/or development work are a plus.
- An interest in the arts, a sense of humor, and a positive attitude.
Responsibilities:
- Support for finance functions, including accounts payable, credit card reimbursements, general ledger entries, financial reporting and budget creation and monitoring.
- Support for grants management activities including working with grant management software to log, verify and track grants and grant payments.
- Assist with investment tracking and documentation.
- Provide support for annual audit and Form 990 preparation.
- Support three program directors and special projects, as needed.
- Back up to the executive assistant/grants manager, as necessary.
- Potentially provide after hours or weekend facility oversight for grant partners using our space for meetings or events.

Education/Experience
- Some form of accounting or business-related degree or course work, relevant life or work experience can substitute for formal education.
- Demonstrated proficiency and experience in elements to achieve job responsibilities, including values alignment.

Compensation and Benefits
This is a great opportunity to work on a variety of tasks, getting exposure to the full spectrum of philanthropy as an integral part of a small, mission driven team located in the Santa Fe Arts district. The pay range for the position is $28-$35 per hour, depending on relevant experience, with paid leave, medical, vision, dental and retirement plan contributions.

The Bonfils-Stanton Foundation is an Equal Opportunity Employer and encourages qualified candidates from all backgrounds to apply. We are committed to an inclusive and diverse work environment.

Information to Apply
- Position is open until filled, with a priority consideration deadline of August 21, 2023.
- Applications should be emailed in a single PDF file to: admin@bonfils-stanton.org with “Finance & Program Associate Position” in the subject line. Applications should include the following:
  - Cover letter detailing your match with the position responsibilities and what motivated you to apply
  - Resume
- Please, no phone calls or email inquiries.