

# The Foundry

## Finance & Grant Manager

Buffalo, NY / Hybrid

Salary: \$65,000

## BACKGROUND

### The Organization

The Foundry is an active, community-based makerspace committed to hosting afterschool arts, STEAM, entrepreneurship sessions, and workforce development opportunities for young adults, providing hands-on classes for adults, and supporting local entrepreneurs in developing maker-based businesses.

### The Position

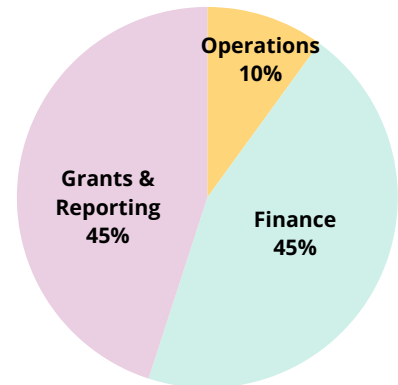
The Foundry is hiring a Finance & Grants Manager who loves systems and cares deeply about community impact. Reporting to the Executive Director, you'll lead financial operations, manage grants, and handle core HR tasks like payroll and benefits. Your detail-oriented and proactive approach will help power our mission.

But this role is about more than numbers. You'll be joining a close-knit, creative, and inclusive team that thrives on flexibility, mutual support, and shared purpose. We're a group where everyone pitches in, ideas flow freely, and laughter is part of the workday. If you're someone who enjoys problem-solving, building systems from the ground up, and being part of a mission-driven team where your contributions truly matter, this is an opportunity to bring your skills to life and make a lasting difference in the Buffalo community.

## ROLE OVERVIEW

### Finance

- **Keep our Finances on Track:** work closely with our outside accountants and make sure our financial records are accurate and up to date each month.
- **Handle Day-to-Day Money Tasks:** pay bills, manage receipts, and track expenses. You'll make sure vendors, contractors, and program participants get paid on time—whether that's by check, pay card, or other methods.
- **Manage Incoming Funds:** take care of deposits, send invoices, and correctly record online donations and sales.
- **Run Payroll and Support the Team:** process payroll, manage benefits and work with managers to ensure timesheets, reimbursements, and deductions are correct. Help new contractors get set up and make sure all paperwork is in order.
- **Keep Us Compliant:** prepare materials for our annual audit and make sure we're following all financial policies and best practices.



### Grants & Reporting

- **Track Grant Spending:** work with the team to make sure we're using grant money as planned—on time and within budget.
- **Monitor & Report:** keep a close eye on how grant funds are being used. Track expenses, update program leads, and make sure everything adds up.
- **Raise Red Flags Early:** If something's off—like spending falling behind or funds running low—you'll catch it and bring it to the team's attention.

## ROLE OVERVIEW (cont.)

### Grants & Reporting (cont.)

- **Stay on Top of Grant Rules:** make sure we're following all the funder's guidelines and reporting requirements, as well as our own internal policies and any legal standards.
- **Help Build Budgets:** support the creation of grant budgets and financial forecasts. Be a thought partner in helping the team plan for the future.
- **Keep Things Organized:** track restricted funds, ensure they're spent as required, and prepare documentation for grant audits when needed.

### Operations

- **Support Office Operations:** order office and program supplies and work with vendors to keep things running smoothly.
- **Build Better Systems:** help us create and improve policies, workflows, and systems to make our work more efficient and sustainable.

## THE IDEAL CANDIDATE

The ideal candidate possesses the following competencies:

Operational Insight	Collaborates	Optimize Work Processes
Applying knowledge of business and the operating environment to advance the organization's goals.	Building partnerships and working collaboratively with others to meet shared objectives.	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
Instills Trust	Financial Acumen	Cultivates Innovation
Gaining the confidence and trust of others through honesty, integrity, and authenticity.	Interpreting and applying understanding of key financial indicators to make better decisions.	Creating new and better ways for the organization to be successful.

### Additional Qualifications

- Have 3+ years in nonprofit finance, operations, or grants management.
- Know AP/AR, multiple revenue types, and tools like QuickBooks, Gusto, Google Workspace, or Monday.com
- Preferred if you have grant reporting or compliance experience.
- Keep multiple projects on track and never miss a detail.
- Adapt fast, ask great questions, and learn quickly.
- Communicate clearly and kindly, especially when things shift.
- Love building smooth systems and following through.
- Deeply aligned with The Foundry's mission
- Willing and able to learn new tools and systems as needed.

## WHO WE ARE

### Work Environment

Our offices are located at 298 Northampton Street in Buffalo, NY. The programs we deliver are hands on and in person and our team works on-site. This is a hybrid role. We offer a flexible schedule and you will work 2-3 days per week in the office and the remainder remotely.

## COMPENSATION AND BENEFITS

### Salary

\$65,000

### Benefits

- Healthcare, Vision, and Dental options with employer contribution
- Paid Time Off (PTO) plus paid holidays
- Access to the Employee Assistance Program (EAP), offering confidential services designed to support employees and their household members in managing personal and work-related challenges, including:
  - Counseling and coaching
  - Work-life resources
  - Presentations and trainings
  - 24-hour support counseling
  - Critical Incident Response (CIR)

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by July 2025.

**Lori Clement**  
**Partner**

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[Submit an application](#)