

# GoodCitizen

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## **Seattle Foundation Senior Account Manager (Fiscally Sponsored Programs) Location: Hybrid in Seattle, WA**

### **About Seattle Foundation**

With a vision of a joyful region of shared prosperity, belonging, and justice, Seattle Foundation works to support and sustain the ecosystem of community organizations who are most proximate to the issues we are trying to change. Through our work as a philanthropic advisor, grant maker, and convener, we invest in community-led solutions and ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all.

### **The Opportunity**

Seattle Foundation is seeking a Senior Account Manager to serve as the main point of contact to provide essential support to fiscally sponsored partners, supported projects and special funds of the Foundation. Reporting to the Controller, the Senior Account Manager will build upon an existing infrastructure, oversee the integration of systems and bring rigor, consistency and workflow improvements to the program to ensure Seattle Foundation is providing best in class service to supported organizations. They will be responsible for facilitating and organizing a range of services, depending on the organization and their specific needs. Services can include back-end administration such as HR, IT, accounting, accounts payable, compliance, grants management, board governance, support with 990 filing and office co-location, among other services. Over time the Senior Account Manager will map out additional resources required to grow and scale the fiscal sponsorship and other programs.

### **Key Responsibilities**

#### **Partner Relationship Management, Project Management and Support**

- Act as the primary contact for fiscally sponsored partners, supported projects and special funds to connect with internal Seattle Foundation departments such as Finance, HR, Legal, and Grants Management for support on operational and compliance-related matters.
- Develop and maintain a regular rhythm of business with fiscally sponsored partners, supported projects and special funds to ensure a smooth working relationship. Coordinate and facilitate a regular cadence of meetings for all fiscally sponsored partners to align on process/workflows, priorities and issue areas.
- Participate as board/advisory committee member as necessary for fiscally sponsored partners and supported organizations, including attending board/advisory meetings and taking meeting minutes as needed.
- Develop and maintain clear and complete documentation of deadlines, timelines, and contract terms. Maintain regular and required documentation including annual votes, ED Compensation Resolutions, conflict of interest forms, and related materials.

- Provide guidance to fiscally sponsored partners on contract terms, reporting requirements, and legal obligations.
- Serve as a liaison between fiscally sponsored partners, legal counsel, and internal departments to resolve compliance issues.

### **Contract Oversight, Governance, & Compliance**

- Ensure Seattle Foundation maintains representation and continuity on governing bodies or advisory committees of sponsored partners and supported projects where applicable and aligned to language, requirements, and schedules in each individual agreement. Manage appointment process and succession planning.
- Manage and maintain current, accurate and complete documentation in a clearly organized, centralized location, aligned to Seattle Foundation document management and retention practices and policies.
- Review, draft, and monitor contracts, grant agreements, and MOUs for fiscally sponsored partners in collaboration with the Controller.
- Ensure compliance with federal, state, and local regulations, as well as community foundation policies.
- Develop and maintain a centralized contract tracking system, ensuring timely renewals and reporting deadlines.
- Conduct periodic audits and risk assessments to identify compliance gaps and provide solutions.

### **Financial & Grant Compliance**

- Ensure fiscally sponsored partners adhere to financial reporting requirements outlined in grant agreements.
- Work with finance and grants management teams to ensure proper use of funds, budget development and adherence, and financial reporting accuracy.
- Monitor sub-award compliance and provide technical assistance to partners receiving pass-through funding.
- Monitor financial performance and provide regular financial updates and reporting as required in service agreements.

### **Internal Collaboration**

- Partner with internal Seattle Foundation team members who engage with this work on a regular basis to plan, review activities, timelines, reporting and other actions.
- Develop and maintain a regular internal rhythm of engagement with internal Seattle Foundation team members collectively and/or individually as appropriate.

### **Risk Management & Policy Development**

- Collaborate with Seattle Foundation leadership to develop and update policies related to fiscally sponsored projects.
- Stay informed on changes in nonprofit compliance laws and best practices.

- Support internal investigations or audits related to compliance concerns and recommend corrective actions.

## **Ideal Candidate**

Seattle Foundation seeks a dynamic, relationship-oriented leader with excellent project management skills and experience supporting nonprofits and/or fiscally sponsored partners. The ideal candidate will have had previous responsibility for ensuring grantee or client success, coordinating across internal departments, supporting board governance, and proactively solving problems to ensure a seamless experience. They will have a track record of evaluating programs and strategies to scale infrastructure, improve workflows and processes and support program growth. This leader will have a demonstrated commitment to advancing social justice and creating a more vibrant community for all.

## **Qualifications**

- 5+ years of demonstrated success in philanthropy, nonprofit, fiscal sponsorship management, or similar experience.
- Proven ability to build and maintain strong relationships with diverse internal and external partners, including multi-stakeholder environments.
- Self-motivated and capable of working independently while thriving in collaborative team environments.
- Experience in compliance monitoring, reporting requirements and managing donor contracts, including at an international level.
- Familiarity with nonprofit financial reporting and fund accounting.
- Demonstrated expertise in managing projects with multiple partners, strict funding criteria, and on-the-ground outcomes.
- Ability to manage a complex workload with competing demands, maintaining high levels of organization and prioritization.
- Demonstrated ability to provide education, guidance, and support to supporting organizations on topics including contract adherence, bylaw and tax-exempt status requirements, and complex governing structure.
- Strong verbal and written communication skills, with the ability to communicate effectively and assertively across diverse cultures and audiences.
- Capacity to translate complex technical issues into accessible language for non-technical colleagues.
- High proficiency in Microsoft 365 tools, particularly advanced Excel skills, alongside familiarity with database and accounting-based IT systems.
- Strong influencing and negotiation skills to guide decision-making processes.
- Superior writing, reporting, and editing abilities, ensuring the presentation of information in a clear and coherent manner.
- Demonstrated commitment to diversity, equity, and inclusion, with a dedication to continuous improvement.

## **Commitment to Diversity, Equity and Inclusion**

Seattle Foundation envisions a thriving region of shared prosperity, belonging, and justice, where all individuals and communities have equitable access and outcomes, regardless of race, place, or identity. We are committed to advancing racial equity using an intersectional lens, and integrate our diversity, equity, and inclusion efforts into all that we do. We hold ourselves accountable to uphold our organizational values and strive to do better every day.

## **Physical Demands and Working Conditions**

The work is performed in an office setting or a hybrid combination. All positions require the capability of working at a PC for extended periods. Team efforts with event support may require periods of physical activity involving standing, walking, and moderate lifting. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role.

## **Compensation**

Salary range for this position is \$99,000 – \$110,000.

## **To Be Considered**

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the “Become a Candidate” button on [GoodCitizen’s website](#). Letters may be addressed to Karen Rea.

Applicants applying by September 19, 2025 will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by Seattle Foundation to lead this search. For questions, please contact:

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