



The Immigrant Story Board Position

The Immigrant Story (TIS) (<https://theimmigrantstory.org/>) is a volunteer-led nonprofit organization based in Portland, Oregon. We chronicle stories of immigrants to document and archive their voices in a variety of different formats and genres. Our vision for Immigrant Story is to give immigrants the opportunity to share their stories by creating an environment that compels audiences to listen with compassion.

We are looking for a board member who is hands-on. The ideal board member would have the following qualifications:

- Experience with grants that includes:
 - Applying for grants
 - Facilitating compliance
 - Applying FASB revenue recognition rules to grants
- CPA and/or attorney with relevant non-profit accounting experience.
- Be available for monthly board meetings (one hour)
- Be available for at least half of weekly finance meetings (one hour)
- We are looking for someone who can seamlessly negotiate among the members of our immigrant community and be comfortable navigating cross-culturally -- able to properly adjust to planning or organizing based on these differences.

A SUCCESSFUL APPLICANT WILL:

- Have a bachelor's degree in accounting from a four-year college or university
- Have experience accounting and/or auditing grants
- Be familiar with FASB requirements for 501(c)(3) non-profit organizations
- Proficiency in Excel and Word
- Experience with Microsoft Office Suite, Google Docs, Google Sheets
- Have excellent communication skills, organization skills, and the ability to work with other board members.

DESIRABLE QUALIFICATIONS INCLUDE:

- Knowledge of CRM software for managing donors (TIS uses Little Green Light)
- Knowledge of accounting software (TIS uses Quickbooks)
- Ability to thrive in a creative collaborative environment.

OTHER INFORMATION:

- TIS has a retired CPA on the board who handles accounting and manages data in Little Green Light.
- TIS relies on grant funding for most of its programs. Our area of need is for a board member who can manage grants and ensure/facilitate/coordinate grant compliance.
- As we increase our scope, we need someone who can help us manage our growth.

Job Type: Volunteer

TO APPLY: Submit a brief letter of interest along with your resume and two references.

Submit your application materials to: sankar@theimmigrantstory.org