



## **Director of Finance and Administration**

### **Position Description – September 2020**

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#### **Description of Position:**

The Director of Finance and Administration, (Director) a full-time, exempt employee of the Foundation, serves as a senior member of the staff, provides executive leadership and strategic oversight for the financial and administrative operations of the Foundation including accounting, audit, budgeting, investments, tax, information technology, human resources, risk management, and facilities. The Director, working within the strategic priorities of the Foundation, supports the following Board Committees: Audit, Finance, and Investment.

The Director is responsible for the internal operations of the Community Foundation ensuring that the strategic initiatives of the organization are well supported and enhanced through strong finances, administration, and information technology.

The Director will be responsible for the timely preparation of monthly and annual financial statements, ensuring the statements fairly represent the performance of the organization. Additionally, the Director will manage all aspects of the administration of the Foundation, including payroll, benefits, information systems, and risk management.

#### **Organizational Relationships/Scope:**

**Reports to:** President

**Supervises:** Officer Administrator, Accounting Officer, and a contracted financial consultant

#### **Context:**

The SouthCoast Community Foundation, founded in 1995, strives to mobilize philanthropy by matching donors and resources with community needs for the benefit of our region. The Community Foundation serves thousands of people who share a common concern – improving the quality of life in Southeastern Massachusetts.

Currently, the Community Foundation has \$40 million in assets across 200 funds, including donor advised funds, scholarships, agency endowments, field of interest, discretionary and designated funds. Since its founding, the Community Foundation has distributed more than \$30 million to a wide range of humanitarian, educational and cultural organizations in the region. Along with working with local philanthropists, the Community Foundation partners with other regional foundations to leverage our expertise and increase their impact on the region. The Community Foundation also serves as a convener of local funders, non-profits and philanthropists who share

our mission. The Community Foundation, as a fiscal sponsor, provides incubation for fledging non-profit projects that complement our mission. As it enters its third decade the Community Foundation seeks to build a team of professionals to meet today's challenges while building a foundation for the future.

The Community Foundation values collaboration, excellence, responsiveness, accountability, focus, transparency, humility, creativity and integrity in all aspects of its work and each staff member is expected to exemplify these values in their daily work.

Over the past few years, the Foundation has gone through a transition with the adoption of a new strategic plan, new staffing and leadership, significant investment in improved systems and technology, and an increase in community engagement. The Foundation's role as a funder, convener, and community leader was very much elevated over the past several months during the current COVID 19 pandemic and its economic impact. The Foundation has confirmed its obligation to address the racial inequities that remain a significant obstacle to the health, safety, happiness, and livelihood of Black and other residents of color.

The Foundation has experienced growth in its role as a philanthropic partner with a variety of foundations within and beyond the region, while still striving to build our permanent assets including discretionary and issues-oriented funds.

The Foundation is a learning organization that values transparency, thoughtfulness, data, excellence, humility, and a deep commitment to knowing and partnering with those whom we serve.

## **Primary Responsibilities**

### **Fiscal Management and Administration:**

Oversee all aspects of fiscal management, responsible for accounting and financial systems, providing timely financial reports, analysis, and budgets. Fiscal Management

- Serve as the Foundation's Chief Financial Officer overseeing all financial matters assuring that the Foundation complies with Generally Accepted Accounting Principles, IRS and state taxing authorities.
- Oversee adherence to accounting policies and procedures; produce and maintain accurate financial statements and records including, but not limited to, accounting, payroll, benefits, grants, gifts, and investments.
- Communicate accurate financial information on a timely basis to internal users, Board of Directors, Audit and Finance Committees on both short term and long-term issues.
- Recommends, monitors, and reviews internal systems and controls to facilitate the safeguarding of the Foundation's assets.
- Work with the President and staff to prepare and develop annual and multi-year operating and full Foundation budgets.
- Coordinate with the independent auditors and Audit Committee, the preparation of the annual audit and financial reporting to state and federal agencies in compliance with applicable regulations and standards.
- Coordinate and guide the Audit and Finance Committees – provide staff support including attending all meetings, circulating materials, drafting new policies and procedures

- Oversee expenditures of the foundation, including all check signing, asset transfers, and expense reports.
- Serve as main contact for fiscal sponsored funds, ensuring funds comply with Foundation guidelines and Foundation is responsive to needs of the stakeholders.

### **Information Technology**

Oversee the development and implementation of a strategic IT plan; oversee maintenance and enhancement of computer network hardware and software, including external technology firms.

- With close collaboration with our external IT vendor, oversee and approve all technology advancements including hardware and software purchases to enhance the effectiveness of operations internally and externally.
- Oversee implementation of the IT plan and its updates.
- Work with external IT firm(s) to ensure security of organization's systems data.
- Oversee data risk management and provide planning for data disruption.
- Play active role in the planning, designing, implementation and training of new systems as appropriate.

### **Human Resources**

Oversee human resources and personnel matters including payroll, implementation of personnel policies and procedures, maintenance of personnel records, and implementation of performance evaluations and job descriptions.

- Review, develop and implement equitable salary, wage and benefit structure recommending changes and new policies as needed to ensure the foundation is operating responsibly.
- Manage all aspects of payroll process.
- Manage retirement plan and oversee third party consultants.
- Conduct new employee orientation and training and ensure that all employees are informed of and conforming to policies and benefits
- Maintain Personnel files

### **General Administration**

Oversee office operations, facilities, contracts, leases, legal issues, and insurance

- Responsible for management of office, relationship with building management, adherence to lease and ongoing maintenance, use, comfort and security of facilities.
- Negotiate, review, recommend, and procure adequate property and liability insurance.
- Recommend policies and procedures to minimize risk to the Foundation.
- Interface with legal counsel for all legal issues.
- Review contracts with consultants and other service providers.
- Ensure administrative and regulatory compliance in accordance with legal requirements
- Develop and modify fund agreements, as needed

### **Investments**

Supervise, monitor and report on investment activity and performance. Ensure adherence to investment policies. Provide management support to the Investment Committee to develop investment policy and asset allocation. Responsible for coordination of investment management and investment activities.

- Monitor actual investment asset allocations against strategic targets and review portfolio and checking account rebalancing as necessary in accordance with investment policy statements and portfolio asset allocation targets.
- Support the Investment Committee by providing appropriate materials in a timely manner and implement its decisions and policies.
- Maintain communications with the Investment Committee Chair and investment firms to guide the committee's work and to oversee the portfolio managers' work and monitor their performance.
- Work with the investment firms to produce investment performance reports and deliver them as needed and requested but not less frequently than quarterly to the Investment Committee and the Board.
- Monitor compliance with Uniform Prudent Management of Institutional Funds Act
- Primary contact for external financial service relationships.

Other duties as assigned with or without accommodation.

### **Other Responsibilities:**

- Maintain confidentiality of Foundation affairs in communications, both written and oral.
- Occasional attendance at Foundation events outside work hours.
- Participate in relevant professional associations.
- Assist President on special projects as assigned.
- Perform the duties of the President in her/his absence.

### **Minimum Requirements:**

#### **Education and Experience:**

- 5+ years of progressively responsible experience managing the accounting, treasury, and administrative functions in a non-profit or for-profit setting.
- Bachelor's Degree required; graduate degree or advanced designation strongly preferred (especially MBA, CPA).
- Minimum of three years as a manager or supervisor of staff.
- Proven experience managing human resources, information technology, investments and facilities.
- Proven experience with investment concepts
- Experience with the Microsoft Office Suite as well as the ability to comprehend the Foundation's software package and experience with data management.
- Experience in working with boards and committees in nonprofit organizations.
- Knowledge of fiscal sponsorship practices and procedures.

#### **Skills/Qualifications:**

- Documented knowledge of Generally Accepted Accounting Principles with a focus on nonprofits.

- Strong understanding of internal controls and best practices for a small organization.
- Demonstrated ability to manage many deadlines, projects, and relationships.
- Demonstrated experience in oral communication, presentations, persuasive writing, and management and training of staff.
- Ability to conceptualize the big picture while able to implement detailed project follow through.
- Strong analytic and organizational skills; ability to manage projects and workflow, using time and resources effectively.
- High regard for teamwork, collegiality, and customer service.
- Ability to motivate/manage a team (both volunteer and staff) to achieve high expectations.
- Understands importance of and adheres to very high standards of service and integrity.
- Able to exercise discretion with highly sensitive and confidential information wrapped into a strong operations background and experience overseeing continuous improvement in information technology.
- Exceptionally detail oriented and devoted to accuracy.
- Exhibit sound judgment with the highest ethical standards.
- Strong investment management knowledge.
- A good sense of humor and a strong work ethic.

## **Compensation and Benefits**

Compensation includes a competitive base salary (\$80,000 to \$100,000 depending on experience) and an excellent package of health, retirement savings and other benefits.

**Working Conditions:** Normal office conditions including support for remote work access.

**Application Process:** Please email your cover letter, including salary requirement, and resume to [kheard@southcoastcf.org](mailto:kheard@southcoastcf.org). We will only consider applications that are submitted through email. Please name your documents as follows: LAST NAME – RESUME and LAST NAME - COVER LETTER.

Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

*The SouthCoast Community Foundation is committed to the principles and practices of equal employment opportunity and to compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.*

*The SouthCoast Community Foundation is an Equal Opportunity Employer.*