

## **Community Foundation of Greater Greensboro Job Description**

**Position Title:** Chief Financial Officer

**Reports To:** President

### **Overview:**

The Community Foundation of Greater Greensboro (CFGG) is a public charity serving Guilford, Alamance, Randolph and Rockingham Counties in North Carolina. Under the direction of a volunteer board of community leaders the Foundation receives charitable funds from donors, invests those funds, distributes funds to charitable causes and provides services and grants to nonprofit agencies and the community.

The Community Foundation of Greater Greensboro is an equal opportunity employer. In the mission and commitment to an equitable workplace, CFGG embraces diversity, creates opportunities for equity, commits to fairness, and promotes inclusion of all people.

### **Position Summary:**

The Chief Financial Officer (CFO) will work in concert with the President and Chair of the Board to provide leadership, vision, and oversight to ensure the highest level of stewardship of the Foundation's assets, positioning the Foundation as a well-known community leader. The CFO is responsible for directing the foundation's financial organization and certain administrative functions.

### **Essential Duties & Responsibilities:**

#### **A: Strategy**

- Provide vision and strong leadership in evaluating, integrating and managing the foundation's financial and related IT and operational functions including effective internal control structure
- Exercise discretionary power in significant financial matters
- Develop the annual operating budget and work with the Management Team on its implementation
- Guide the Management Team in the establishment and monitoring of Foundation-wide financial goals
- Coordinate Foundation-wide projects as needed
- Provide leadership in the community

## B. Finance

- Provide leadership to guide and shape the Foundation's financial strategy and ensure financial controls to safeguard the funds and financial assets of the Foundation.
- Maintain executive responsibility for financial operations, including cash management, capital expenditures, operating budget and general fund accounting
- Lead financial data analysis and information sharing throughout the organization to aid in decision making and setting strategic direction
- Diligently manage revenues and expenses, optimize financial returns, monitor cash flow needs, and ensure the accuracy of available cash
- Manage relationships with Direct Asset Managers, in partnership with the CEO and other staff, to ensure timely billing and financial reporting is provided
- Staff the Finance and Administration Committee, Audit Committee, and Investment Committee, Real Estate Management Fund, and related subcommittees
- Serve as Foundation liaison with external auditors, insurance representatives, investment managers, consultants and banking representatives
- Direct the preparation of financial and fundholder statements as well as other financial reporting
- Complete quarterly investment analysis
- Prepare annual financial statements and oversee annual audit; coordinate audit process and tax filings (sales, trust, 990).
- Review and approve all Foundation tax returns, including trust returns and forms 990 prepared by CPA firm
- Review and execute contracts and significant grant commitments and oversee related reporting

## C. Provision of Leadership

- Recruit, retain, supervise and develop Finance Department staff
- Maintain strong working relationships with donors, community groups, and other organizations within the nonprofit and foundation fields
- Participate in activities of the philanthropic field to enhance Foundation operations and grantmaking capabilities
- Serve as member of interdepartmental teams, including the Management Team, to ensure effective and efficient Foundation operations
- Participate in development and maintenance of processes and procedures that equip staff with tools to facilitate effective and efficient service
- Align business strategy with HR practices to ensure HR decisions align with Foundation-wide goals and objectives

- Establish and measure departmental and individual staff goals aligned with Foundation-wide goals and objectives
- Participate in and make professional presentations at community activities representing the Community Foundation (forums, events, workshops, etc.)

### **Required Capabilities**

#### **Professionalism:**

- Supports the mission, vision and strategic goals of the Foundation in order to serve both internal and external customers
- Conducts self in a professional manner; maintains appropriate professional appearance
- Follows and supports Foundation policies and procedures; maintains confidentiality
- Evaluates own performance and assumes responsibility for professional development
- Maintains current knowledge of all changes and trends affecting area of work

#### **Teamwork:**

- Participates as a team member utilizing a collaborative style to achieve mutual Foundation goals
- Provides proactive and creative cross-functional thinking and ideas to enhance service to both internal and external customers
- Demonstrates ability to work effectively with others
- Participates in meetings or committees as needed

### **Knowledge, Skills & Abilities:**

#### **Required:**

- Bachelors degree in accounting or finance
- CPA license
- Solid working knowledge of fund accounting, investments, budgeting, cash management business development and strategic planning
- At least five years of leadership work experience in related field
- Interpersonal, organizational, time management, leadership and development skills
- Creativity and self initiative
- An ongoing commitment to training to enhance both soft skills and technical skills
- Accuracy and excellent verbal and written communication skills
- Proven computer and software skills, especially MS Office and fundraising GL software
- Ability to gain the confidence and respect of donors, professional advisors colleagues and volunteers in the nonprofit and foundation fields
- Ability to work effectively one-on-one as well as make effective presentations

- Strong understanding of nonprofit operations and familiarity with community issues and volunteerism
- Experience with coordinating high-level volunteer committees

Preferred:

- Experience in a community foundation, nonprofit, academic, or other relevant setting in the government or for-profit field and five years in an executive level position
- A broad and diverse knowledge of community issues and demographics with a strong individual network
- Working knowledge of community foundations and an understanding of charitable giving opportunities and strategies
- Experience with grantmaking and familiarity with investments