



## **Director Finance and Operations**

Immediate Supervisor: President/CEO  
FLSA Status: Full-time, exempt  
Date Updated: March 2022

### **Organizational Summary**

The Community Foundation of Northern Colorado serves as a trusted steward and service provider to philanthropists and nonprofit organizations. The Foundation is dedicated to creating transformational community impact by inspiring philanthropy and engaging the region. We do this by serving as a grant maker, thought leader, neutral convener, and catalyst for strategic community initiatives.

### **Position Summary**

Reporting to the President/CEO, the *Director of Finance and Operations* serves as a key leadership team member and active participant in making strategic decisions for the Foundation. This position leads the Finance and Operations department, which consists of 3.5 FTE and directly supervises the Controller and Operations Officer. The Director of Finance and Operations ensures that accounting and investment activities are carried out according to policies, goals and objectives established by the Board of Trustees. In addition, the Director provides staff support to the Board's Finance Committee. This position also oversees the Foundation's information technology and building operations, though the day-to-day activities of these functions are executed by the Operations Officer. In addition, the position serves as the relationship manager for a small portfolio of donors, particularly those with charitable remainder trusts. When established, the *Director of Finance and Operations* will oversee an outside investor program.

### **Principal Duties and Responsibilities**

#### Leadership Team:

- Models organizational values and drives culture.
- Develops team members both individually and collectively as a team.
- Drives impact and assists in managing the Foundation's progress toward strategic goals.
- Creates alignment, inspiration, and coordination with other departments.
- Assists in the development of the Foundation's annual operating budget.
- Demonstrates fiscal responsibility.

#### Accounting and Budgeting:

- Establishes and maintains accounting systems that comply with generally accepted accounting principles, meets audit standards, and adheres to all IRS, federal, and state regulations.
- Works with the Controller to ensure a timely and accurate close to the monthly books, including reconciliations for all investment funds and accounts.
- Oversees Accounts Payable and ensures the Foundation is meeting financial obligations in a timely manner and staying within budget.
- Ensures that gifts are appropriately recorded and receipted.
- Prepares the annual operating budget for the President/CEO.
- Oversees the annual audit process.
- Stays abreast of trends and changes in GAAP requirements.

#### Investments:

- Ascertain that all monies are invested as directed according to the Finance Policy.
- Interfaces with financial institutions, investment advisors, and investment consultants.
- Serves as the signer and key point person for relationships with external investment managers.

#### Reporting and Data Analysis:

- Generates reports to support Board and Committee meetings.
- Meets the financial reporting and analysis needs of staff, donors, and other stakeholders.
- Works with outsourced accounting firm to complete IRS Form 990s and Charitable Trust returns on a timely basis, as well as the Foundation's annual financial statement audit.
- Participates in data sharing with professional associations to which the Foundation belongs, such as Council on Foundations, Colorado Association of Funders, and CF Insights.

#### Administration:

- Maintains registration with, and licensing requirements of, the Colorado Secretary of State.
- Administers all insurance policies (property, D&O, worker's compensation, etc.).
- Supervises Controller and Operations Officer
- Provides leadership to Foundation by serving as a member of the Leadership Team.

#### Human Resources:

- Works with Operations Officer on human resource areas that overlap with payroll and finance.
- Works with Operations Officer on employee benefits; works with broker regarding benefit renewal and compliance and provides oversight of retirement plan.
- Oversees timely and accurate preparation of payroll with Controller.

#### **Required Qualifications**

- Bachelor's degree in accounting or related field; CPA certification a plus.
- Minimum of seven years of progressive accounting experience. Fund accounting and foundation experience preferred.
- Understanding of the various types of charitable funds and their associated tax benefits.
- Experience preparing dashboards and financial reports.
- Previous experience using Blackbaud is a plus.
- Advanced technological aptitude; high-level competency with Microsoft Office, especially Excel.
- Excellent presentation skills, including public speaking and written communications.
- Exceptional attention to detail and strong time management/organizational skills.
- Ability to analyze and think critically; ability to manage multiple projects and competing priorities.
- Ability to work in a fast-paced, team-oriented environment.

#### **Personal Characteristics**

- Be committed serve the community and the mission of the Community Foundation.
- Embrace the Foundation's values, which emphasize servant leadership, positivity, and trust.
- Possess an engaging personality, demonstrating warmth and compassion.
- Possess a professional image, be upbeat, positive, and enthusiastic.
- Display good judgment and decision-making skills; be able to think independently and creatively.
- Be creative and entrepreneurial, with a willingness to embrace new approaches.
- Be a self-starter who is intrinsically motivated.
- Demonstrate unwavering integrity and an extraordinary commitment to confidentiality.

#### **Compensation and Benefits**

- Salary range for this position is \$90,000 to \$110,000.
- The Foundation offers a competitive benefits package including paid time off; paid holidays; sick time; 401K program with employer contribution; medical, dental, vision insurance; health savings account with employer contribution; short- and long-term disability; and life insurance.