GRAND RAPIDS COMMUNITY FOUNDATION

POSITION DESCRIPTION

Position Title: Director of Finance

Date Created: June 7, 2016

Department: Finance and Administration

Updated: January, 2021

Reports to: CFO

Full Time: 37.5 hours/week

Positions Supervised: None

ORGANIZATIONAL OVERVIEW:

Grand Rapids Community Foundation leads Kent County in making positive, sustainable change. With its endowment, the Community Foundation supports local nonprofits, leads significant social change and helps donors achieve their philanthropic goals. Guided by our North Star, we believe for West Michigan to grow and prosper, we must ensure that everyone can apply their talents and creativity to fuel our future. By connecting across perspectives and overcoming inequities, we can build and sustain an inclusive economy and thriving community.

POSITION OVERVIEW:

Responsible for the Community Foundation’s financial activities, forecasting and analysis. Management of accounting and investment procedures, compliance, budget, and all related financial reporting activities.

The Director of Finance will have an extraordinary understanding and commitment to the Community Foundation’s North Star with relationships and networks within communities experiencing inequities in Kent County. They will have extensive experiences working effectively with persons from various cultural, social and ethnic backgrounds. They will have a highly developed cultural awareness and demonstrated ability to work in a collaborative setting, effectively communicate around sensitive issues, and be an active listener.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the Community Foundation’s finance and accounting activities (55%)
   a. Responsible for accounts receivable, accounts payable, general ledger, fund management, and tax filings
   b. Ensure that financial records, reports and practices meet generally accepted accounting principles and proper internal controls are in place
c. Work closely with audit committee: attend meetings, ensure members have meeting materials, and prepare minutes
d. Reconcile monthly cash and investment accounts and allocate pools in FE
e. Produce quarterly donor statements and mail printed statements twice a year
f. Ensure fund statement templates are accurate
g. Allocate quarterly admin fees on funds
h. Set up new funds in RE/FE/GE with appropriate codes
i. Quarterly dashboard reports

2. Prepare and monitor operating and grant budgets (10%)
a. Work with the CFO to create departmental budgets and use the information to comprise an organization-wide budget.
b. Provide management team with the financial and operational information needed to manage the Community Foundation
c. Forecast and cash management information for management staff
d. Prepare and monitor operating and grant budgets
e. Responsible for spending rate calculations on endowment funds and income available to spend

3. Investments (10%)
a. Oversee and monitor investments
b. Work with managers and custodian on investment cash calls and distributions
c. Contact for bank trustees and investment managers
d. Work closely with the Investment Review Committee (minimum of four meetings per year). Attend meeting, ensure members have meeting materials, and assist with minutes

4. External audit of the Community Foundation’s accounting information and practices (10%)
a. Work with the CFO and provide the auditors appropriate information ensure final audit and 990s accurately reflect GRCF financials

5. Special Projects (5%)
a. Challenge Scholars – financials & forecasting
b. Diversity and Inclusion work
c. FSG activity based cost study (every 3-4 years)
d. LEAN processes
e. Employee Education and Development
f. Community Activities/Community Resource (including state/national FAOG work)
g. Ensure the Foundation’s publications correctly reflect GRCF financial policies and data – includes annual report, newsletters, brochures and website

6. Development (10%)
a. Work with Development staff and/or donors on gifts & pledges
b. Maintain solicitation license in appropriate states
c. Assist Development with forecasting for prospective funds
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor’s degree in the area of finance or accounting or other related field with minimum of 5 years related experience. In lieu of degree, 10 plus years of related experience acceptable.

2. Senior level fund accounting experience with knowledge of the nonprofit sector, foundations, and investment management. Experience and knowledge of planned giving law desirable.

3. Excellent written, verbal, analytical and interpersonal skills. Able to translate financial terms for non-financial audiences.

4. Ability to work independently and collaboratively, prioritize, schedule and produce work in a timely manner.

5. Ability to analyze and streamline processes along with a commitment to excellence and continuously improving techniques. Exceptional attention to detail.

6. Ability to interact with an array of diverse constituents in a culturally competent manner.

7. Advanced experience with databases, accounting programs, spreadsheets and data extraction essential. Experience with MS Office and Blackbaud products strongly preferred.

8. Supervisory and management experience preferred.

9. Strong level of personal and professional integrity and ethics.

ORGANIZATIONAL COMPETENCIES:

All employees are required to uphold the values of Grand Rapids Community Foundation which are: Integrity, Excellence, Inclusion, Sustainability, and Bold Aspirations. All employees are required to comply with the policies, procedures, and safety programs of GRCF as well as follow all state and federal laws and regulations, including but not limited to those related to donor rights, confidentiality, and the Health Insurance Portability and Accountability Act (HIPPA).

PHYSICAL REQUIREMENTS:

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<thead>
<tr>
<th>Activity</th>
<th>Percent of Work Time</th>
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<tbody>
<tr>
<td>1. Sitting</td>
<td>Greater than 60%</td>
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<tr>
<td>2. Standing</td>
<td>Less than 25%</td>
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<tr>
<td>3. Walking</td>
<td>25-35%</td>
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<td>4. Lifting or carrying up to 30 lbs.</td>
<td>Less than 5%</td>
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<tr>
<td>5. Pushing or pulling up to 30 lbs.</td>
<td>Less than 5%</td>
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<td>6. Climbing</td>
<td>Less than 10%</td>
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<td>7. Kneeling, stooping or bending</td>
<td>Less than 10%</td>
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<tr>
<td>8. Repetitive movement</td>
<td>Greater than 60%</td>
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<tr>
<td>9. Keyboarding</td>
<td>Greater than 60%</td>
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