



## POSITION DESCRIPTION

Position Title	Department	Reports to
Finance Director	Finance & Administration	Vice President and Chief Financial Officer
Employment Classification		Work Environment
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> In Person <input checked="" type="checkbox"/> Hybrid
Position(s) Supervised	Starting Salary Range	Revised Date
None	\$108,000 - \$117,000	November 2025

## 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 SUMMARY

The Finance Director has a critical role in the daily management of accounting and investment activities, budgets, financial reporting and regulatory compliance and filings for the Community Foundation. Along with the Vice President and CFO, they will work closely with senior leadership and the Audit and Investment Committees to ensure members are up to date on the activities of the organization. The Finance Director will work cross departmentally for the purpose of preparing and sharing financial information for grant making and on donor gifts/pledges.

The Finance Director will maintain a strong knowledge of current regulations, strategies and metrics within the Community Foundation and financial sectors to ensure the organization's financial health and stability so that the Community Foundation can accomplish its long-term goals and priorities.

The Finance Director will have an extraordinary understanding and commitment to the Community Foundation's mission and North Star. They will have extensive experience working effectively with individuals from various cultural, social, and ethnic backgrounds. They will have a demonstrated ability and commitment to foster collaborative settings, effectively communicate around sensitive issues, possess cultural awareness, and be an active listener.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions include, but are not limited to the following:*

### Financial Management & Reporting

- Manage all accounting, financial reporting and internal control processes, including accounts

receivable, accounts payable, general ledger, fund management, annual audit, tax filings and accounting software.

- Ensure all financial activities and reporting are in compliance with FASB and other accounting regulations, while incorporating best practices.
- Prepare and occasionally present quarterly and annual financial statements and reports for leadership, committees and Board of Directors.
- Oversee and approve the monthly reconciliation of cash and investment accounts, including allocating earnings to funds.
- Calculate and allocate quarterly administrative fees on fund accounts.
- Assist the VP & CFO in the annual audit process and reporting and preparation of IRS Form 990. Includes attending Audit Committee meetings, ensure members have meeting materials and record minutes.
- Responsible for the creation and monitoring of the annual budget, work with leadership to develop departmental, granting, operating and organization-wide budgets. Provide regular budget-to-actual analysis and reporting to departments and leadership.
- Manage and report on cash flow and forecasting to ensure organizational liquidity and stability.
- Calculate spending rate for endowment funds and income available to spend.
- Ensure accuracy of fund statement templates.
- Set up new funds in akoyaGO (CRM software) ensuring appropriate coding.
- Prepare quarterly dashboard reports.

### **Investment Management**

- Assist the Vice President and CFO in the management of the organization's investment managers, custodian and funds.
- Attend Investment Review Committee meetings, ensure members have meeting materials and record minutes.
- Oversee investment cash call and distribution requests.
- Function as contact for banks, investment custodian, investment consultant, and investment managers.

### **Strategy and Leadership**

- Maintain solicitation license in appropriate states and other compliance filings.
- Collaborate with Development Department staff on gifts, pledges and forecasting for prospective funds.
- Provide financial and operational information as required to Vice President and CFO and other senior leadership team members.
- Monitor the Functional Time reporting process and responses.
- Promote an inclusive and belonging environment that fosters open communication, feedback, trust, and teamwork.

### **Special Projects**

- Prepare financial statements & forecasts for grant applications.
- Complete relevant survey requests.
- Activity based cost study and benchmarking (approximately every 3-4 years).
- LEAN processes.
- Share Community Foundation financial information for team member education and development opportunities.
- Community Activities/Community Resource (including state/national FAOG work).

- With Strategic Communications, ensure publications accurately reflect Community Foundation financial policies and data – includes annual report, newsletters, brochures and website.

## **QUALIFICATIONS**

- Ability to establish and maintain authentic, trusting and inclusive relationships with a diverse network of individual, nonprofit and community partners in a culturally competent manner.
- Exceptional written, verbal, analytical and interpersonal skills. Able to translate financial terms for non-financial audiences.
- Highly motivated self-starter with strong organizational skills and the ability to perform and prioritize multiple tasks with attention to detail.
- Ability to analyze and streamline processes along with a strong commitment to excellence and continuously improving techniques.
- Experience and knowledge of the nonprofit sector, foundations, and investment management
- High level of personal and professional integrity and ethics, ability to manage confidential information with discretion.
- Ability to work independently and collaboratively, prioritize, schedule and produce work in a timely manner.
- Advanced experience with MS Office, databases, accounting programs, spreadsheets and data extraction. Experience with akoyaGO a plus.

## **EDUCATION and EXPERIENCE**

- Bachelor's degree required in the area of finance, accounting or business administration, CPA certification a plus.
- Minimum of 5 years, fund accounting experience with knowledge of the nonprofit sector, foundations, and investment management.
- Deep understanding of financial regulations, reporting standards, and corporate governance.

## **ORGANIZATIONAL COMPETENCIES**

All team members are required to uphold the values and vital behaviors of Grand Rapids Community Foundation.

- **Values:** Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations
- **Vital Behaviors:** Give & Receive Openly, Build Trust with Each Other, Create Brave & Safe Space, Embrace Vulnerability and Accountability

Team members are required to comply with the policies, procedures, and safety programs of the Community Foundation 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 (HIPAA).

## **WORKING CONDITIONS**

- Accomplish essential duties and responsibilities collaborating with team members in a hybrid office environment.
- Communicate and exchange information accurately and timely through in-person and virtual interaction.
- Frequently remain in a sitting or stationary position.

- Occasionally move about inside the office for meetings and to access files, printers, etc.
- Frequently operate a computer and other office equipment.
- Occasionally position self to access and maintain files in cabinets.
- Occasionally move or lift items weighing up to twenty pounds.
- Occasional travel within and outside the State of Michigan.
- Occasional evening and weekend responsibilities.

## **OUR COMMITMENT**

Grand Rapids Community Foundation is an equal opportunity employer committed to hiring and retaining a diverse workforce. We support and comply with applicable state and federal laws prohibiting discrimination in the workplace.

Grand Rapids Community Foundation strives to actively demonstrate our commitment to diversity, equity, and inclusion and the pursuit of racial, social and economic justice in all aspects of our organizational culture and operations, internally and externally. It is the expectation that our team members, committees and Board of Trustees share this commitment and continuously work to deepen their understanding in these areas.

### **Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

