



POSITION JOB POSTING

Position Title: Chief Financial Officer

Reports to: President and CEO

The Community Foundation of Lorain County is a public foundation established in 1980 with income from endowment funds contributed by individuals, families, businesses, and nonprofit organizations. The Community Foundation is an open and inclusive anchor institution that works to improve the quality of life for those living and working in Lorain County, Ohio. It responds to the changing needs of the community by making grants to local nonprofit organizations and giving scholarships to help local students. In 2018, the Community Foundation received over \$5.7 million in gifts, distributed over \$5.5 million in grants and scholarships, and ended the year with assets of \$129 million.

The Foundation is seeking a dynamic individual to serve in the essential role of Chief Financial Officer. The successful candidate is accountable for the entire range of financial activity including treasury and accounting functions. This position also manages the Information Services and Human Resource functions for the Foundation. The successful candidate will have exceptional organizational and people skills, excellent written and oral communication skills, a strong work ethic, and a zealous attention to detail.

J O B R E S P O N S I B I L I T I E S :

- A. Serve as a member of the CEO's management staff participating in the development and implementation of Foundation's strategic plan.
- B. Direct and manage financial and office support staff.
- C. Establish, develop and maintain the Foundation's accounting systems in accordance with applicable accounting, legal and regulatory standards.
- D. Develop and implement administrative and fiscal policies and systems: accounting, donor tracking, purchasing, billing, disbursements and inventory control.
- E. Develop Foundation budget. Submit to CEO and Board for approval.
- F. Develop supplemental reporting systems to support strategic and financial planning.
- G. Manage the selection process for and serve as the Foundation's primary liaison with Investment Managers and Financial Consultants. Monitor investment policy and performance.
- H. Establish, monitor and perform internal audit function. Serve as the liaison with external auditors.
- I. Assure operational compliance with all applicable federal, state and local laws and regulations.

- J. Develop, implement and manage the Foundation's Human Resource policies and programs, including the maintenance of position descriptions.
- K. Administer employee benefit and compensation programs. Select external vendors, negotiate contracts.
- L. Serve as the Foundation's EEO officer.
- M. Develop and oversee implementation of a records management and retention program.
- N. Oversee the operation and maintenance of the Foundation's information systems.
- O. Manage the Foundation's office facility and equipment, including monitoring repairs, maintaining safety and fire inspection requirements and acting as liaison with landlord.
- P. Oversee the purchase of equipment and furnishings for the facilities.
- Q. Develop and implement Risk Management programs (financing and risk prevention).
- R. Monitor and serve as Foundation's liaison to Fiscal Sponsorships.
- S. Research prepare and present required and special reports for the CEO and Board regarding finances or operations.
- T. Serve a staff liaison to existing or ad-hoc Board committees as assigned by CEO.

QUALIFICATIONS :

- Demonstrated commitment to the Foundation's Mission and Values.
- In-depth knowledge of fund accounting, investments and endowment.
- Undergraduate degree required, CPA or MBA preferred.
- Experience with and dedication to a high level of customer service.
- Broad, general knowledge of computer systems and software packages.
- Strong interpersonal skills: demonstrated trust and ability to establish effective relationships with all types of people.
- Demonstrated attention to detail and accuracy, timely work ethic, and ability to develop an idea, communicate it effectively, and see it through to completion.
- Willingness to handle flexible hours including some nights and weekends.
- Effective written and oral communication skills; stand-up presentation skills.
- An exhibited positive attitude.
- Ability to work with a team and with diverse groups of people.
- Demonstrated commitment to philanthropy and community service.
- Ability to discreetly handle confidential information.
- Demonstrated organization skills and ability to manage multiple deadlines and tasks efficiently and effectively.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation: Within the range established for this position, salary will be commensurate with qualifications and experience and includes a competitive benefits package. This position is full-time and includes an attractive benefit package.

To Apply: Maloney + Novotny is assisting in this search. Interested candidates should send a confidential cover letter and resume to Pam Lebold: plebold@maloneynovotny.com

The Community Foundation of Lorain County is an Equal Opportunity Employer

Applications accepted until close of business on Friday, June 21st, 2019