

The New Hanover Community Endowment's Chief Financial Officer Position Overview

The New Hanover Community Endowment (NHCE) is seeking its inaugural Chief Financial Officer (CFO). The CFO manages all financial and grants compliance matters for the Foundation, including budgeting, financial planning and reporting, accounting, and regulatory compliance. The CFO oversees the Foundation-wide financial operations of an organization with well over \$1 billion in assets. The CFO will build and lead a small but highly effective Finance team comprised of a controller and staff accountant.

The CFO will serve as a strategic advisor to the CEO, overseeing and stewarding the financial health in a manner consistent with its mission and values. **The best candidate will have a proven track record of exhibiting expertise in establishing strong financial systems and controls, of implementing high-quality, efficient, and effective systems to support effective grantmaking, and knowledge of legal and financial compliance of philanthropic organizations.**

The candidate will also have experience in integrating a values-based framework into the financial systems infrastructure. The best candidate will have a track record of aligning with NHCE's values of Integrity, Transparency, Inclusivity, Courage, Collaboration, and Accountability in their professional career.

RESPONSIBILITIES

Financial Management and Reporting (70%)

- Direct the administration and controls of all financial systems, including general ledger, payroll, accounts payable, accounts receivable, and investments reporting.
- Manage cash levels to meet the Endowment's needs and submit excess for investment.
- Oversee all fiscal reporting for the Endowment, including financial statements, tax returns, audits, projections, and investment activity.
- Oversee documentation of written financial procedures and staff training on financial matters and processes.
- Report financial activity to the CEO, Board, and most relevant.
- Serve as the lead staff on the Tax, Audit and Compliance Committee.
- Perform other duties as assigned by management.

Budget Management (10%)

- Oversee the development and implementation of an annual operating budget and financial forecasts.
- Oversee the analysis of monthly actual to budget variances and report to the CEO and board
- Perform other duties as assigned by leadership.

Investment Management (5%)

- Work with Investments Committee, by providing multi-year cash projections, and investment activity reporting.
- Serve as primary contact with the Endowment's investment managers
- Perform other duties as assigned by leadership.

Internal Controls (5%)

- Oversee the coordination and activities of independent auditors to ensure that all audit issues are resolved, all 401(k) and 457(b) compliance issues are met, and the preparation of the annual financial statements is in accordance with Generally Accepted Accounting Principles.
- Develop and maintain systems of internal controls to safeguard financial assets of the Endowment.
- Ensure that adequate and appropriate internal controls are in place and that substantiating documentation is approved.
- Perform other duties as assigned by management.

Facilities and Property (5%)

Oversees the team member(s) who will develop and communicate policies regarding office space, equipment standards, upkeep, usage and maintenance, monitors adherence to those policies and standards by staff and partner organizations. Plans utilization of administrative office space to meet the organization's growing or changing needs

Collaborate with CEO to place and manage liability and property and insurance programs; oversees incident reporting and claims processing

SKILLS AND COMPETENCIES

Leadership

- Approachable and confident team builder, with the ability to effectively coach and develop team members.
- Superior level of professionalism, integrity, ethics, and standards, with demonstrated experience in working with sensitive information and ability to maintain confidentiality.
- Visionary and critical thinker, with the proven ability to implement complex initiatives.
- Demonstrated understanding of the issues of equity within the workplace.

Communication

- Superior verbal, interpersonal, written, and listening communication skills, with proven ability to communicate information diplomatically, concisely, and professionally with internal and external audiences.
- Exceptional relationship management, networking, and team building skills, with the proven ability to work well with various personalities, as well as develop and maintain strong relationships with internal and external constituents, including senior level management.

- Demonstrated ability to collaborate and effectively participate in a multidisciplinary team environment.

Business Skills

- Exceptional customer service skills, including effective interactions, responsiveness, resourcefulness, and follow-through.
- Demonstrated experience in working with sensitive information and ability to maintain confidentiality.

Planning and Organization

- Superior analytical, organizational, project management, time management and multi-tasking skills, with the ability to successfully handle multiple priorities simultaneously.
- Demonstrated knowledge of the keys to creating systems and structure for start-up organizations.

Problem Solving

- Demonstrated ability to gather information, perform analysis, and present results to executive decision makers.
- Superior analytical and data management skills, with demonstrated attention to detail, accuracy, and high-quality work.
- Self-motivated and proactive, with demonstrated ability to exercise independent judgment and initiative on projects.
- Superior critical thinking skills with the ability to research and analyze data from multiple sources.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Accounting, Business, or related field.
- Minimum of 10 years of experience in progressively responsible financial leadership and management roles, including overseeing the day-to-day financial management operations of an organization.
- Knowledge of not-for-profit accounting in accordance with Generally Accepted Accounting Principles.
- Knowledge of the regulations which govern philanthropic entities.
- Demonstrated effective public speaking and problem-solving skills.
- Strategic planner with strong analytic ability, sound judgment and technical skills.
- Advanced level of proficiency in financial software systems.
- High proficiency with Microsoft Office applications, including Word, Excel, and Outlook.
- Willingness and ability to travel to non-profit partners of the Endowment.
- Ability to not take themselves too seriously.

PREFERRED QUALIFICATIONS

- Certified Public Accountant.
- Master's degree.
- Minimum of 15 years of financial leadership experience.
- Leadership experience at a philanthropic institution with at least \$500 million in assets