



Director of Finance and Operations Job Announcement

ORGANIZATION OVERVIEW

The Inland Empire Community Foundation (IECF) is the Inland Empire’s largest community foundation serving a growing, diverse, and vast region of communities and thousands of donors. IECF has served the region for 80 years and holds over \$130 million in donor and agency funds directed to causes that benefit the region. Over the last five years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient and collaborative region. IECF’s goal is to build a culture of philanthropy to support the vital conditions that all people and places need to thrive. IECF’s mission is Strengthening the Inland Empire through Philanthropy. Our vision is a vibrant, generous, and just region – with unlimited opportunities.

We work closely with individuals and businesses who have established charitable funds, non-profits who are serving our communities, government, and other community stakeholders who, like us, are working to create a higher quality of life in the Inland Empire.

POSITION OVERVIEW

The Director of Finance and Operations leads the financial integrity of the Foundation by ensuring the accurate and timely accounting of finances and investments, and the efficiency and efficacy of operations. The Director of Finance and Operations is a team leader and full participant in achieving Foundation objectives, with responsibility for all accounting functions, coordination of the management of our investments, and the execution and oversight of our operational processes and systems.

The Director of Finance and Operations presently reports directly to the CEO. The accuracy, team orientation, and integrity of this individual is key to the Foundation’s continued growth, reputation, and positive impact on the lives of Inland Empire residents.

RESPONSIBILITIES

Financial Management

- Implement and administer accounting policies and procedures and update accounting manual as needed.
- Develop and maintain strong day-to day internal controls and risk management practices.
- Oversee all accounting functions: process/review expenditures, payables and receivables, monthly fees and general ledger entries; review and monitor timely investment and general ledger reconciliations and financial statement reporting.
- Ensure cash flow to cover obligations.
- Manage payroll, accounts/grants payable, donations and other accounts receivable processes. Maintain fixed asset and depreciation schedules and required property tax filings.

- Facilitate the annual budgeting process and prepare the annual operating budget and mid-year revised budget for Board approval.
- Coordinate and support the Finance and Audit committees of the Board.
- Oversee all private and public grants and contracts.
- Plan for and manage the annual audits and single audits by an outside independent auditor, ensuring completion of all financial reporting (i.e. Form 990, 1099's, IRS Form 8282, etc.)
- Provide any and all reports through C-Suite

Investment Management Coordination

- Manage the Foundation's Outsourced Chief Investment Officer (OCIO) relationship to coordinate investment transactions and obtain authorizations when needed.
- Coordinate the RFP search process for investment consultant services as required by Investment Committee Charter.
- Oversee the Foundation's investment policies, as recommended by the Investment Committee and approved by the Board of Directors.
- Monitor and manage the Foundation's annual Board-approved spending policy for all funds.
- Coordinate and support the Investment Committee to set meeting agendas, provide materials, and document decisions.
- Provide ongoing monitoring and evaluation of the Foundation's bank accounts and managers for cash accounts/investments to assure adherence to the Foundation's investment policy guidelines, return expectations, and cash flow.
- Manage the Foundation's Investment Partner Program and serve as a resource to IECF's Professional Advisors as necessary.

Office Operations Management

- Review and evaluate insurance coverage to ensure adequate coverage for the organization and any related activities. Manage any claims and litigation.
- Maintain a comprehensive operations manual and ensure compliance with National Standards for U.S. Community Foundations.
- Manage all leases and contracts, including independent contractor agreements, and oversee compliance with requirements and payment schedules.
- Lead systems and software searches, implementations and improvements/upgrades. Provide or coordinate training to staff as needed.
- Manage relationship with all systems vendors to ensure on-going compliance with defined service standards, troubleshooting issues and seeking opportunities for improved efficiencies and enhanced capabilities.
- Manage and maintain all finance and operations relationships in C-Suite.
- Review and approve system-generated transactions and correspondence.
- Oversee the management and maintenance of office space, equipment, computers, inventory and supplies.

Human Resources Management

- Manage the Foundation's human resources activities, maintain personnel files and all required reporting. Manage exit interview process and personnel file close out.
- Manage the new hire process, draft offer letters, coordinate new hire paperwork and general on-boarding.
- Implement the Foundation's employee benefits programs, evaluate benefit enhancements and lead the annual open enrollment process.
- Manage the Foundation's 401k plan, deposits, investment options and annual reporting. Manage the Third-Party Advisor (TPA) and investment firm relationships.

Other Management

- Participate on Senior Leadership Team guiding management and oversight for finance and budgets, office operations, and organization policy development and implementation.
- Liaise with IECF's attorney as needed, ensuring legal compliance in every situation.
- Supervise finance and operations staff, including full-time, part-time and contract staff.
- Provide support to the CEO for overall operational success.

This job description is intended to be general and will evolve over time and is subject to periodic updating. IECF fosters a team culture, with team members providing assistance to one another and sharing or temporarily transitioning responsibilities as needed to ensure that community, fundholder, donor, management and board expectations are met or exceeded and that all team members are able to succeed.

Essential Experience and Education

- Minimum of a Bachelor's degree in Accounting, Finance or Business Administration with accounting concentration
- CPA highly preferred
- Minimum 8-10 years relevant experience
- Proficiency in GAAP and knowledge of FASB and IRS and California regulations/standards as they apply to nonprofit agencies
- Excellent computer skills, especially accounting related software, MS Office Suite, relational database programs and aptitude to learn new programs quickly
- Experience with fund accounting systems (iPhi, FIMS, Foundant)
- Experience in and knowledge of the nonprofit sector, foundations, and investment management

Additional Skills Required for Success

- Management experience supervising staff, managing budgets, and effectively handling multiple priorities and projects
- Excellent communication skills, both internal to the organization and with external partners, in writing and verbally
- Excellent interpersonal skills, with a high level of confidentiality, discretion and professionalism
- Proven ability to build and nurture a diverse, respectful, and positive working environment and to coach supervisees, as well as peers
- Demonstrated ability to work independently, keep organized in a fast-paced environment, manage simultaneous tasks, and adjust strategy to changing demands
- Strong understanding of accounting and office operations and procedures, including human resources, payroll, bookkeeping, contract management, and compliance with federal, state, and local regulations and laws related to California nonprofit corporations
- Demonstrated ability to work with financial management, budgeting, and administrative systems, annual audits, Form 990 processes, and other nonprofit financial processes and requirements.
- Demonstrated ability to work well with a diverse staff team and Board of Directors
- Excellent attention to detail
- Ability to prioritize and meet deadlines, independently and as part of a team
- Relevant advanced credentials, including an MBA, CPA or commensurate experience
- Center principles of equity, inclusion, and belonging in all work, embedding the values in organizational practices and processes
- Demonstrated commitment to diversity within the office and using a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity, and expression, sexual orientation, religion, disability, and socio-economic circumstance
- Commitment to work collaboratively and respectfully toward resolving obstacles and conflicts

ADDITIONAL INFORMATION

Position: Full-time exempt

Salary: \$140,000 - \$180,000

Location:

3700 Sixth Street, Suite200
Riverside, CA 92501

COMPENSATION AND BENEFITS

Compensation will be commensurate with skill level and experience with an annual performance and salary review. Benefits include paid medical, dental, vision and life insurance; 12 paid holidays, vacation and sick time; 401k match and more.

EEO STATEMENT

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

HOW TO APPLY

Please send a cover letter outlining your fit and passion for the job of **Director of Finance and Operations** along with a resume to **Kim Potter** (kpotter@iegives.org). The position will remain open until a successful candidate is found and hired. Please check our website to determine if the posting is still open. For questions, contact **Kim Potter, Executive Assistant**, kpotter@iegives.org.

To learn more about the Inland Empire Community Foundation, please go to www.iegives.org.

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