

POSITION TITLE: Chief Financial Officer (CFO)

REPORTS TO: President/CEO

DIRECT SUPERVISION OF: Finance and Operations Manager

JOB PURPOSE

The CFO provides strategic leadership of the financial operations and investments and contributes significantly to the general operations and strategic direction of the Foundation through financial analysis, insights and forecasting. The CFO leads and manages the fiscal and financial functions of the Foundation and provides strategic counsel to the President/CEO. The CFO provides financial analysis and insights to develop short- and long-term strategies of the Foundation. The CFO performs as an integral member of the staff team in shaping and driving the mission and vision of the Foundation. The CFO proactively drives efficiencies in policies and procedures related to both financial and operational aspects.

PRIMARY RESPONSIBILITIES

1. Supports the mission, vision and strategic goals of Midland Area Community Foundation in order to serve the organization and its constituents.
2. Functions as a key member of the leadership team providing insights and strategic financial counsel to the President/CEO and helping to shape the directions and plans of MACF.
3. Provides strategic thought leadership based on sound financial analysis and experience and offers advice and counsel on short and long-term strategy.
4. Serves as finance liaison to the Board and staff liaison to the Investment Committee and Impact Investing Committee. Represents all financial matters to the Board in collaboration with the board treasurer.
5. Identifies and implements operational efficiencies to increase Foundation effectiveness.
6. Oversees human resources functions and provides input on human resources policies in order to facilitate an inclusive, respectful, and productive work environment.
7. Develops financial forecasting tools that help facilitate decision making and improve performance.
8. Oversees investments including managing relationship with investment consultant, handling asset allocation/rebalancing and ensuring compliance.
9. Manages all financial services of the Foundation including direct supervision of Finance and Operations Manager and accounting personnel who process all gifts, grants and account payables.
10. Establishes and monitors staff performance and development goals; assigns, plans and reviews work; establishes priorities; instructs and trains employees; supervises projects.
11. Reviews prepared reports and works with the Board's treasurer to prepare reports for board meetings as required.
12. Responsible for and coordinates the audit process with the independent auditor annually.
13. Oversees the annual financial statement and internal controls audits and implements recommended changes as directed by the Audit Committee.
14. Assists the President/CEO to develop the annual operating budget and provides ongoing analysis
15. Supervises MACF property and facility operations.
16. Manages the compliance with National Standards.
17. Conducts other activities as assigned by the President/CEO.
18. Seeks out and implements best practices to the Foundation in both financial and operational matters.

KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS REQUIRED

Required:

1. Bachelor's degree in finance-related field with an MBA preferred.

2. 10+ Years of experience in finance leadership and financial stewardship roles.
3. Current Certification as a Public Accountant (CPA) and/or Financial Analyst (CFA) a plus.
4. Direct experience managing a portfolio of assets including impact investments is a plus.
5. Thorough knowledge of income and estate tax issues of charitable planning/giving.
6. Strong analytical skills coupled with strategic thinking.
7. Ability to communicate effectively across a broad range of stakeholders.
8. Participates as a team member utilizing a collaborative style to achieve mutual goals.
9. Provides proactive, creative cross-functional thinking and ideas to enhance service to donors.
10. Technology skills, including proficiency in all components of Microsoft Office and Financial and Accounting software (Intacct).
11. Additional expectations include professional attitude, team-player, follow-through, regular attendance, organizational loyalty and confidentiality.