



Position: Senior Director of Finance and Administration

Supervisor: Chief Executive Officer (CEO)

Location: Fairfax, Virginia (*hybrid*)

Status: Regular, Full-Time, Exempt from Overtime

Applicants must have a Certified Public Accountant or Certified Management Accountant license to be considered for the position.

ABOUT US:

Founded in 1978, the Community Foundation of Northern Virginia is a tax-exempt trusted public charity that advances equity through philanthropy and community leadership. Comprised of donor establish funds for individuals, families, businesses, and organizations, permanent funds, giving circles, and other charitable endowments, the Community Foundation invests and administers these funds in partnership with its donors and other leaders to advance equity while striving to build a community that works for everyone. The Foundation's work is guided by a strategic plan that advances four key priorities for the region:

- Social and Economic Mobility
- Opportunities for All
- Inclusive Systems of Economic Growth
- Community Resilience

ABOUT YOU:

The Senior Director of Finance and Administration is responsible for partnering with executive management to ensure the achievement of the Foundation's financial goals and direction. The position is one of "*thinking*" and "*doing*," requiring a hands-on nature supporting the day-to-day tactical accounting operations, while providing strategic leadership through financial analysis, insights, and forecasting. As a member of the Finance & Operations department, the Senior Director of Finance and Administration works in collaboration with and provides oversight to the CEO to ensure all financial transactions are correctly recorded in accordance with U.S. Accounting Standards and National Standards for Community Foundations as well as to ensure regulatory compliance is maintained.

The Senior Director of Finance and Administration will supervise the Manager of Gifts and Grants and will collaborate closely with other members of the Senior Leadership Team, the Board Treasurer and Investment Committee Chairperson.

ESSENTIAL JOB FUNCTIONS:

Responsibilities include, but are not limited to:

Financial Accounting, Reporting, Budgeting, and Compliance (70%)

- Oversees the day-to-day operations (*e.g., cash flow, grants receivable, accounts payable, etc.*) and financial transactions (*i.e., journal entries and reconciliations*) according to policies & procedures, as well as U.S. Accounting Standards.
- Establishes and maintains internal controls and compliance activities to ensure alignment with statutory requirements and the Foundation's policies & procedures.
- Oversees, reviews, prepares, and coordinates the annual audit and applicable regulatory filings (*e.g., 990, state registrations, etc.*) with executive management, the Audit Committee, and external auditors, as

necessary.

- Leads and manages the annual budget process, as well as monthly and quarterly reporting in consultation with executive management.
- Monitors the Foundation's weekly cash flow needs including the collection of administrative fees from investment accounts.
- Serves as a key point of contact engaging routinely with fund partners, donors, and professional advisors to ensure financial transactions are completed in a timely and accurate manner.
- Manages applicable aspects of the payroll function to ensure efficient systems, processes and controls.
- Monitors and ensures various gifts and donations are properly accounted for while responding timely to donors and financial institutions responsible for transferring funds.
- Conducts financial analysis and prepares financial reports and statements for executive management and the Board of Directors, as necessary.
- Oversees the investment portfolio performance, facilitates the approval of transactions with investment managers, and shares information with the Investment Committee, as necessary.
- Manages various relationships and serves as the primary point-of-contact for applicable vendors and service providers, as necessary.
- Develops financial forecasting tools to assist executive management with business decisions to improve performance.
- Researches and performs risk management analysis, monitors annual spending for endowed funds, and other ad hoc reporting as needed.
- Engages in special assignments and projects as assigned by the executive management.

Administration (15%)

- Partners with executive management to ensure day-to-day business needs are addressed in a timely and insightful manner.
- Works with insurance representatives and executive management to ensure the Foundation's business and health insurance policies meet the needs of the Foundation.
- Provides recommendations and supports outsourced human resources consultant with policies and procedures.
- Assists with various ad hoc office-related duties as applicable.

Information Technology (15%)

- Ensures streamlined cross-functional staff coordination occurs when working within the Foundation's integrated CRM, C-Suite software, to process gifts, contributions, and other finance-related items.
- Leads strategic efforts to implement more efficient technologies and systems to optimize dashboards, reporting, and analytical functions as applicable.

SUPERVISORY RESPONSIBILITIES:

This position will supervise and support one direct report and manage various consultant relationships to fulfill essential job functions.

PHYSICAL DEMANDS / TRAVEL REQUIREMENTS:

Physical requirements include the ability to work from a desk at a computer for prolonged periods of time.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's or master's degree in accounting required.
- Certified Public Accountant or Certified Management Accountant license required.
- Minimum eight years of progressive experience in finance or accounting required.
- Minimum five years of supervisory experience required.
- Two years of experience in a non-profit setting preferred.
- Technology experience is highly desirable.

PERSONAL CHARACTERISTICS & TECHNICAL QUALIFICATIONS:

The ideal candidate:

- Works cooperatively, respectfully, and collaboratively with other employees; functions as a team player; and accepts constructive suggestions for improving job performance from others.
- Exercises discretion and independent judgment in the responsibilities associated with job functions.
- Adaptable and able to meet fast-paced deadlines while conducting oneself in a professional manner.
- Demonstrated ability to respect confidentiality and exercise discretion with sensitive information.
- Strong problem-solving and critical-thinking skills to evaluate and recommend solutions.
- Excellent oral and written communication, organizational and interpersonal skills.
- Excellent attention to detail and a high-level of accuracy and project follow-through.
- Demonstrated ability to take initiative and work independently, as well as collaborate well with others.
- Thorough familiarity with U.S. Accounting Standards, internal controls, and regulatory compliance requirements for a non-profit organization.
- Proficient knowledge of financial systems; C-Suite experience highly desirable.
- Proficient in Microsoft Office software; intermediate MS Excel skills required.
- Proficient ability to synthesize data and learn technical aspects of community foundation operations.

SALARY & BENEFITS:

ANNUAL SALARY OFFER: \$115,000

The Foundation offers health insurance through Anthem for both families and individuals paying 75% of the monthly premium for healthcare, with the employee paying the remaining 25% premium balance. Also offered is a 401(K) plan through Empower Retirement with an employer match of up to 2% of salary per year. Additional benefits include 20 days of paid-time-off (PTO) for full-time employees per year to be used for vacation or illness. Upon reaching three years of service with the Foundation, employees receive 25 days of PTO. The Foundation also observes 12 paid holidays.

The Community Foundation of Northern Virginia is proud to provide our employees with a collaborative, dynamic, and rewarding professional experience, with a competitive compensation and benefits package and growth opportunities. We are committed to creating a diverse environment and being an equal opportunity employer. Our team represents a broad range of cultures, education, disciplines, and work and life experiences, and we strive to leverage these differences in our daily work. We will not discriminate against any employee or applicant on the basis of race, color, national origin, religion, age, gender, gender identity or expression, sexual orientation, disability, or any other protected characteristic.

Application Process

Interested candidates are encouraged to submit a resume, cover letter, and references by May 22, 2025, to the President and CEO, at finance@cfnova.org.