Job Title: Vice President for Finance  
Department: Finance  
Reports to: President  

Position Summary

The Vermont Community Foundation seeks a Vice President for Finance to provide strategic financial leadership and oversight of all of the Foundation’s accounting policies, procedures, and systems.

The Foundation is on a strong growth trajectory, with over $400 million in assets and more than 750 different charitable funds, each established by generous individuals, families, businesses, and organizations in support of a wide variety of issues. The Foundation is considered a national leader in place-based mission investments, with a significant portion of its assets allocated to community investments that directly impact Vermonters.

We are seeking an individual to sit on the senior management team and bring both a strategic and tactical voice to the organization. This role requires excellent leadership and critical thinking skills, deep knowledge of nonprofit financial systems, strong management experience, and the ability to work in a dynamic and fluid environment.

The Vice President for Finance provides oversight of the budget and quarterly reforecast/projections, financial reporting (internally to senior management team and externally to the Finance Audit and Risk committee, as well as the Board of Directors), along with the preparation and oversight of the Foundation’s annual audit and tax filings. Additionally, this position coordinates asset management between the President, the investment advisory committee, and investment advisory consultants and managers, including compliance with all related policies, laws, and regulations.

Description

This position manages the finance and accounting team and provides financial advice to the senior management team and President.

Accounting and Finance

Oversight and responsibility for all Foundation accounting activities, policies, and reporting, including:

- Develop, maintain, and review internal controls
- Coordinate the annual budget preparation and financial reporting, and provide long term financial forecasts for the Foundation
- Lead the reporting process for the Foundation’s quarterly financial reports and their distribution
- Oversee annual audits
- Oversee tax filings for the Foundation, charitable remainder trusts, charitable gift annuities, and supporting organizations
- Manage the accounting and administration of the planned giving program including use and reconciliation of planned giving software
- Oversee the Foundation’s operating accounts and maintenance of appropriate operating cash balances
• Steward the Foundation’s custodial relationships
• Maintain compliance with all IRS, FASB, GAAP, planned giving, legal, and community foundation accounting regulations and best practices
• Maintain appropriate and adequate insurance coverage for the Foundation and its boards of directors
• Coordinate and support financial and investment communication and problem solve with internal and external customers
• Manage accounting activities, policies, and reporting for supporting organizations
• Provide coaching and mentoring around career growth and development to the finance staff

**Payroll and Benefits Administration**

• Work in collaboration with the Vice President of Operations and Administration to troubleshoot payroll and benefits related matters
• Work with Vice President of Operations and Administration on policy development and payroll and benefit contracts

**Board and Management**

• Provide counsel to senior management team and board regarding strategic, financial, and legal issues
• Staff and support the Finance, Risk and Audit committee
• Present organizational budget and financial conditions to the Board of Directors

**Investments**

• Along with the President and with consultation from the investment advisory consultant, support the investment advisory committee in implementation of the investment strategy, asset allocation, manager selection, and evaluation and oversight of all investments and investment activities of the Foundation
• Oversee the materials for the investment advisory committee and serve as the liaison to all advisors and consultants on the Foundation’s investments, with consultation from President
• Work closely with the investment advisory committee and consultant to set appropriate policies and procedures regarding investment activities
• Support the Vermont Investment Pool’s strategy, due diligence, accounting and reporting in collaboration with the Vice President for Grants and Community Impact and the Mission Investment Manager
• Work closely with Foundation staff to educate and report on the Foundation’s investment activities
• Negotiate and oversee Foundation’s custodial relationships
• Oversee the compliance with the Investment Policy Statement

**Essential Functions**

• Provide forecasting and budgeting, financial reporting, and variance analysis
• Prepare for and complete the annual audit
• Maintain all computerized and non-computerized accounting records
• Work with VP of Operations and Administration to oversee payroll and benefits matters
• Research legal and accounting questions
• Provide oversight and take responsibility for tax returns
• Stay informed and in compliance with current accounting regulations and best practices

**Essential Skills and Experience**
• Bachelor’s degree in accounting, MPA, MBA with finance focus, or CPA preferred
• Nonprofit accounting experience
• Detail oriented, analytical, and an excellent problem solver
• Experience as an effective manager within a growing organization, with an ability to handle shifting priorities and an appetite for new ideas and approaches
• Exceptional interpersonal skills and experience building and being a part of an effective team
• Ability and enthusiasm for working with, and building bridges between, a range of diverse stakeholders
• Strong communications skills
• An understanding and/or interest in philanthropic advising, community-based investments, and community and economic development
• Experience with a broad range of nonprofit, community-based organizations, and public sector entities
• Commitment to the Foundation’s mission and to its core values of curiosity, respect, and integrity
• An appreciation for the joy of giving and the potential of philanthropy
• Mastery of computerized spreadsheets and accounting packages
• High degree of personal and professional integrity

Beneficial Skills and Experience

• Community foundation experience
• Planned giving accounting experience
• Public accounting experience
• Investment experience a plus
• Experience with FIMS, Giftwrap, PG Calc software, and Microsoft Office.

Location

The location is flexible as this is a hybrid role but must be within driving distance to our Middlebury or Burlington locations.

Instructions for Applying

To apply, please contact Shane Capron of Gallagher & Flynn at sec@gfc.com, the recruiter retained to conduct this search.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, ancestry, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.