



## Vice President of Finance and Operations Candidate Profile

Madison Community Foundation (MCF) was founded in 1942. Its mission is to enhance the common good through philanthropy, and it employs the values of integrity, generosity, effectiveness and permanence while implementing this mission.

MCF has a dual focus – working with donors to connect them to the causes they care about most; and working with nonprofits to utilize grant funding in effective and efficient ways. MCF's five grant-making focus areas include: arts, environment, learning, nonprofit capacity building and community development. Our mission demands that we listen to donors and respond to opportunities to enhance our community's assets and address its challenges. And as the demographics that comprise this region change, so too is the composition of MCF's board, staff and committees. MCF is proactive, intentional and unceasing in its efforts to be more diverse, inclusive and equitable.

MCF is currently seeking a **Vice President of Finance and Operations**. The ideal candidate will have a unique skill set that balances the analytical capabilities required to create efficient operations and keen financial planning/reporting, with the strong interpersonal communication skills needed to interact in meaningful ways with Board members, staff, fundholders, donors and advisors. The candidate will have experience in, and knowledge of, the nonprofit sector, foundations, public/fund accounting and investment management. Knowledge and practical application of tax planning strategies specific to charitable giving is important in this role.

**Personal attributes** desired include: a strong work ethic, organizational skills, and an ethical compass; a willingness and ability to engage with people of varying ethnicities and backgrounds; and a humble, collegial style.

An **Undergraduate degree** in Accounting or Finance required. CPA and a minimum of eight to ten years of progressively responsible experience in related field required. Foundation experience is highly desired.

This individual will report to the President and work closely with all departments. Competitive salary and will be commensurate with experience.

Interested candidates should forward a cover letter and resume to [apply@madisongives.org](mailto:apply@madisongives.org).



## Job Description

Job Title:	Vice President of Finance and Operations
Responsible to:	President
Date Approved:	

### **Summary of Major Responsibilities**

The Vice President of Finance and Operations advances the mission of Madison Community Foundation (MCF) by overseeing all financial functions of the Foundation, coordinating the investment management of its assets, providing oversight to its daily operations (systems, policies and procedures), and serving as a resource to the Donor Engagement team for planned giving and major gifts.

The Vice President supervises the Accountant and Operations Director.

### **Duties & Responsibilities:**

#### ***Financial & Cash Management (40%):***

- Oversee all accounting and financial reporting for MCF and maintain effective internal controls to ensure compliance with GAAP and FASB standards
- Review and present quarterly financial reports to the Board of Governors (Board)
- Develop the annual budget in conjunction with senior management and present to the Board
- Coordinate and staff the Audit Committee; manage and oversee the annual financial statement audit, including preparation of consolidated financial statements and all disclosures
- Review and manage all administrative, grant and investment payments; and manage monthly cash flow to assure payment of obligations in a timely manner
- Ensure preparation of the annual Form 990 and Form 990-T and filing of all other reports required by government agencies

#### ***Investment Management (25%):***

- Serve as primary contact with outsourced chief investment officer (OCIO), and custodian(s) in the management of MCF assets; act as primary liaison between OCIO and Investment Committee
- Coordinate and staff the Investment Committee; facilitate investment policy recommendations from the Committee to the Board.
- In collaboration with Investment Committee provide quarterly monitoring and reporting of investment allocation and performance results to the Board
- Review and execute investment agreements and conduct transactions as necessary to implement and maintain allocations recommended by the OCIO and approved by Investment Committee/Board
- Manage investments of the CGA program and rebalance regularly to maintain asset allocation; ensure appropriate licensing/registration(s) for CGA program

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*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

### **Component Fund Administration (10%)**

- Ensure all finance and investment activity complies with National Standards for Community Foundations
- Oversee annual distribution/spending policy and grant budget calculations
- Ensure gift and fund acceptance policies are accurate and relevant; consult with outside legal counsel as needed
- Oversee gift/fund agreement drafts and process
- Ensure proper fiscal management - including investment management, distributions and reporting - for all component funds in compliance with their respective fund agreements
- Provide accounting for Supporting Organization relationships

### **Donor Engagement & Planned Giving (10%):**

- Consult with donors and Donor Engagement staff on giving options including non-cash contributions in accordance with gift acceptance policies
- Facilitate gifts of stock and other non-cash contributions in accordance with gift acceptance policies; execute stock sales according to policy and provide tax reporting as required
- Act as primary donor contact for Charitable Gift Annuity (CGA) program; support agencies in promoting CGAs to their donors; prepare donor presentations; draft CGA agreement and other materials to accept CGAs
- Maintain relationships with financial advisors and other referral sources; provide technical support for charitable giving, specifically as it relates to potential donors to the Foundation

### **Operations & Other Responsibilities (10%)**

- Manage, mentor and develop the Operations team; ensure department goals are aligned with the Foundation's mission and its strategic priorities and objectives
- Oversee information technology, systems, equipment and IT strategy

### **Human Resources & Legal (5%)**

- Act as primary liaison with Professional Employer Organization (PEO) to manage personnel policies, payroll, human resources and employee benefit programs for the Foundation
- Serve as administrator of the Foundation's 403(b) plan
- Facilitate review of documents of a legal nature with outside legal counsel
- Assure current insurance coverage for liability and property

### **Qualifications and Requirements**

- Bachelor degree in Accounting or Finance required; graduate degree preferred
- CPA with a minimum of eight to ten years of progressively more responsible experience in related field required
- Thorough knowledge of GAAP and FASB standards as they apply to nonprofit foundations
- Working knowledge of investment terms and concepts
- Experience and knowledge of income and estate tax issues related to charitable planning and gifts of complex assets
- Ability to maintain effective relationships with financial institutions, investment managers, financial advisors and donors

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- Excellent communication skills: written, verbal and presentation; able to communicate financial and investment information to non-financial audiences
- Collaborative leadership style and supervisory experience
- Excellent organizational skills and attention to detail; superior analytical skills
- Proficiency with Microsoft Office products, specifically Excel, Word and Outlook
- Experience with Financial Edge or similar nonprofit accounting software
- Experience with the Raisers Edge or similar CRM software
- Knowledge of Madison/Dane County community
- Strong work ethic, and a reputation for honesty and integrity