



Director of Finance and Administration

Reports to: President and CEO

Status & Location: full-time, 40 hours/week, telework and on-site

Workweek: 8:30 a.m. to 5 p.m. M-F

The Catholic Foundation seeks a full-time Director of Finance and Administration to serve as a key member of the Foundation's leadership team. The Director of Finance and Administration has responsibility for the Foundation's fiscal and administrative operations: accounting, financial management, budgeting, audit, tax, investment, human resources and general operations. The role supports the Foundation's mission by providing and supporting excellent service to internal and external constituents, with a focus on efficiency and excellence through diligent management of operational processes and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Financial Management and Accounting**
 - Oversee accounting and financial reporting for the Foundation.
 - Create the annual budget and monitor performance throughout the fiscal year.
 - Develop, implement, and maintain effective accounting policies and internal controls.
 - Provide timely, accurate, informative, and user-friendly financial information, analysis, and projections as needed for the Foundation's board, staff, and fund holders and partner organizations.
 - Oversee all internal aspects of pledge receivable process to ensure the production of timely donor statements and other externally facing financial activities.
 - Ensure a timely, accurate disbursement process for grants in accordance with Foundation policies and relevant legal and best practice standards.
 - Coordinate management and reporting for managed investment funds with development team.
 - Manage financial and investment transactions to maintain cash flows and investment portfolios as appropriate, in consultation with the Foundation's investment committee. Review balances of investment and bank and accounts regularly. Provide timely reports to leadership team, board committees, and staff regarding investment matters.

- **Human Resources and Administration**
 - Supervise, train, and mentor finance department staff and interns.
 - Create and align vision of the Foundation's human resources programs and policies to attract and retain a motivated, high-quality, diverse and mission-driven workforce, including: employee benefits, payroll, recruiting and staffing, performance assessment, organization development, and regulatory compliance.
 - Assess Foundation technology needs in coordination with staff and consultants. Identify proposed solutions and manage implementation of selected technology as appropriate.

- **Compliance and Risk Management**
 - Ensure timely and efficient preparation of annual audited financial statements, 990 tax returns, and relevant Michigan State filings.
 - Oversee the risk management function and insurance coverages.



- o Oversee compliance matters relating to federal, state, and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofit public charities and those specific to community foundations.
- **Institutional Leadership**
 - o Maintain strong working relationships with Foundation colleagues, donors, pastors, board members, grantees, and organizations within the Catholic philanthropic field.
 - o Coordinate and attend the Foundation's Finance and Audit Committee, while providing staff support to other committees of the Board of Directors as needed.
 - o Perform other duties as assigned.

COMPETENCIES/SKILLS

- Excellent interpersonal and written communication skills and problem-solving abilities. Highly motivated with the ability to work independently while participating as an effective team member.
- Excellent organizational skills and attention to detail. Ability to prioritize, work effectively, adjust to multiple demands, and follow tasks through to completion.
- Extensive experience with MS Office including Excel; experience with nonprofit Financial Edge, FIMS, Foundant and/or related financial software.
- Proven ability to prioritize and multitask while exercising good judgment, maintaining a high level of customer service and value-based integrity among Foundation stakeholders.
- Aptitude and enthusiasm necessary to work in new initiatives; sense of humor and solutions-oriented attitude.
- Membership in the Catholic community may be useful but not required.

QUALIFICATIONS

- A minimum of 5-10 years of relevant experience, preferably in nonprofit or foundation environments, with a proven track record in planning, financial management, and operational oversight. Thorough knowledge of GAAP and FASB topics as they apply to nonprofits; familiarity with endowment accounting and management.
- A CPA certification, bachelor's degree in finance, accounting, or related field required. This role requires a high level of financial/analytical skills and extensive knowledge of financial policies, practices and investment & treasury systems.
- At least 2 years of managerial experience in leading a team and mentoring/coaching staff.

Benefits and Compensation

- Competitive salary starting at \$98,500 – depending on qualifications and recent program direction experience
- Excellent insurance plans through the Michigan Catholic Conference
- Generous paid time off: vacation leave, personal days, sick leave
- Occasional teleworking is an option

HOW TO APPLY: Please submit a cover letter, resume and salary expectations to HR@CatholicFoundationMichigan.org. Applications desired prior to August 10. Applications will be accepted until the position is filled.

The Catholic Foundation of Michigan is proud to be an equal opportunity employer. Employment decisions at the Catholic Foundation of Michigan will be based on merit, qualifications and abilities without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.