



VICE PRESIDENT FOR FINANCE AND OPERATIONS

ABOUT THE EVANSTON COMMUNITY FOUNDATION

Our Mission: Helping Evanston thrive as a vibrant, inclusive and equitable community, the Evanston Community Foundation builds, connects and distributes resources and knowledge through local organizations for the common good.

Community foundations represent a growing segment of philanthropy and play a key role in place-based philanthropy, identifying the needs of their communities and galvanizing resources to address those needs. Evanston Community Foundation (ECF) exemplifies this growth and increased impact. Today's ECF has grown from assets of \$3 million in 2001 to \$36 million as of June 30, 2021. Our average annual investment return since portfolio inception in 1988 is 8.9%. With these assets, ECF exercises a community leadership role and provides for the common good of our residents by building the organizational capacity of Evanston's nonprofit sector via grants, technical assistance and collaborations that meet shared goals. Please refer to [our website](#) for details of the Foundation's role in providing more than [\\$4.6 million in Covid relief and recovery grants](#) since March 2020 and to learn more about our primary program areas.

ECF is supporting systems change, racial equity and cross-sector collaborations to create a socially just and welcoming Evanston for all who live and work here. We are a collegial, engaged staff of 10 full time and 2 part time employees supported by a dedicated board of community and business leaders. Our work environment is collaborative and high energy. ECF is accredited by the Community Foundations National Standards Board and is a member of the Alliance of Illinois Community Foundations.

POSITION OVERVIEW

Reporting to the CEO and serving as an integral member of the senior management team, the Vice President of Finance and Operations (VP) will be responsible for leading ECF's financial and administrative operations within the context of our community foundation structure and our mission driven culture. This is a hands-on and participative role, leading a small team to deliver financial and operating systems and services to safeguard assets and enable staff to successfully execute strategic programming and community investments. Beyond finance and accounting, the VPF&O oversees fund management, operations/ technology and human resources. This role includes responsibility for financial management of Evanston Cradle to Career, a collective impact entity. The VP serves as the primary point of contact for bank, audit/tax, investment custodial, employee benefits, and legal counsel relationships.

REPORTS TO: President & CEO

STAFF: Accounting Manager, Database and Donor Services Associate (who also reports to the Philanthropy team), Office & Technology Manager, Intern(s)

BOARD COMMITTEE RESPONSIBILITY: Audit, Finance, Governance and Investment Council

SPECIFIC RESPONSIBILITIES

Financial Management

- Develop annual operating budget, coordinating with the President and VPs for Community Investment and Philanthropy to ensure the budget supports strategic priorities for coming and subsequent years.

- Maintain and administer accounting policies and procedures in accordance with generally accepted accounting principles; oversee the day-to-day accounting and internal control activities of the Foundation.
- Develop and present updates to financial projections to CEO and Board; effectively monitor financial results compared to budgets for operations, grants and programs.
- Maintain current knowledge of legal and tax issues unique to community foundations; identify implications for grantmaking and strategic initiatives.
- Manage the annual audit and Form 990 preparation; coordinate presentation of annual audit with audit firm and audit committee, implementing recommendations and improvements as needed.

Fund Management

- Serve as ECF expert with respect to endowed and non-endowed funds, as well as fiscal sponsorships and fundholder agreements.
- Work with prospective fundholders to identify donor objectives, consider best fund structure, and prepare fund agreements.
- Support established fundholders including periodic communications, facilitating grant recommendations, and distributing spending allocations.
- Manage the tracking and allocations of fund gift/contributions for fundholders including year-end reconciliations/reporting.

Technology, Operations and Human Resource Management

- Lead team in maintaining and continually improving processes, systems and reporting to advance organizational objectives.
- Develop and implement policies, procedures and tools to enhance data security and safeguard organization assets.
- Partner with the senior team to support professional development, coaching and effective performance management for all staff.
- Maintain employee benefits, payroll service, and personnel policies; explore opportunities to provide enhancements for staff benefits as needed.

QUALIFICATIONS

- Core values align with ECF's mission and strategic priorities; open to understanding the culture and history that have shaped Evanston as a community.
- Minimum of BS in business, accounting or finance; CPA a plus.
- Twelve plus years of professional experience with increasing responsibility including staff management; five plus years of financial and operations management experience.
- Recent experience with a grantmaking organization or nonprofit, and an understanding of fund accounting, is ideal.
- Possesses qualities of integrity, credibility, intellectual curiosity, and mature judgment.
- Works well across and within teams; collaborates effectively with community investment and philanthropy colleagues and ECF stakeholders.
- Technology savvy, including hands-on experience with databases and financial systems.
- Demonstrated analytic, organization and problem-solving skills that enable sound decision-making.



- Sensitive and responsive to staff needs and nurtures an inclusive, growth-minded culture.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

COMPENSATION

We offer competitive benefits and a salary in the range of \$90,000-\$105,000 depending on experience.

OUR SEARCH PROCESS

One of ECF's core principles is our focus on equity. We believe in inclusion and the richness of ideas and perspectives and actively invite a diversity of candidates. As an organization, we believe it is vitally important to provide a safe working environment for our employees, volunteers, and visitors to reduce the risk of exposure to, or spreading of the COVID-19 virus. It is a requirement of employment that every staff member will receive all recommended doses of the COVID-19 vaccine, according to schedules published from time to time by the Centers for Disease Controls and Prevention (CDC), except if a reasonable accommodation has been granted based upon disability or religion.

To submit your resume and interest, visit our search partner NextGroup's website at <https://rcty.co/3mTHwCW>. We will accept applications/resumes through December 15, 2021.