



**Director of Finance and Operations  
Position Announcement**

*The Community Foundation of Anne Arundel County (CFAAC) is in search of a seasoned professional to join the CFAAC team as its Director of Finance and Operations.*

**About CFAAC**

CFAAC's mission is to inspire and promote giving in Anne Arundel County by connecting people who care with causes that matter. We envision a vibrant and generous community that comes together to enhance the quality of life for all. Our role is to promote philanthropy, help to identify critical needs in Anne Arundel County, partner with donors to help them meet their philanthropic and financial goals, and promote collaboration to help strengthen local nonprofits.

CFAAC is in search of a Director of Finance and Operations for our 501(c)(3) nonprofit community foundation based in Annapolis, MD. This full-time position plays an important role in the success of our fast-paced organization with a reputation for high-quality donor service and community partnership. As a highly respected and growing community foundation, we strive to increase our community impact to improve the quality of life for all residents of Anne Arundel County.

**Our Ideal Candidate**

CFAAC is seeking a finance professional who is energized by being a critical member of a dynamic team helping to increase philanthropy in Anne Arundel County. The successful candidate must have the following:

- Deep commitment to philanthropy and the social good
- Proven professional success and 5 to 7 years of finance and operations experience demonstrating initiative, self-motivation, and follow-through
- Technical and administrative self-sufficiency and high attention to detail required
- Excellent organizational and time management skills
- Proficiency in Microsoft Office Suite and comfort with quickly learning new software
- Exceptional verbal and written communications skills
- Ability and willingness to manage multiple tasks and priorities
- Congenial personality, sense of humor, self-aware, low-drama, flexible, resourceful, emotionally intelligent, confident, self-motivated, and results-oriented

- Ability to work as part of a team and maintain a keen sensitivity to confidentiality
- Ability to analyze and revise operating practices to improve effectiveness and efficiency
- Community Foundation experience a plus
- **Candidates with a CPA preferred**

## **The Position**

The Director of Finance and Operations (DFO) reports to the President & CEO of the Community Foundation of Anne Arundel County (CFAAC). The DFO's job responsibilities include, but are not limited to, the following:

The DFO works with the President and CEO, and the Board's Treasurer, Budget & Finance Committee, and the Asset Management Committee to ensure that CFAAC can carry out the financial and administrative portions of its mission successfully. DFO assigns work to and oversees the part-time Bookkeeper.

### **Finance:**

The DFO is responsible for maintaining the accounting books and records of CFAAC in accordance with generally accepted accounting principles and the tax-exempt status of CFAAC. In consultation with the President and CEO and the Treasurer, the DFO will develop and administer fiscal policy and procedures, and administer and oversee the day-to-day accounting and internal control activities of CFAAC, including grants and contributions, financial data entry, preparing monthly financial statements and other reports as needed, planning for and implementing updated accounting hardware and software as needed, and serving as contact for the national Fiscal and Administrative Officers Group of the Council of Foundations, Maryland Nonprofits and other similar groups. The DFO will be responsible for all aspects of the annual audit.

**Investment:** The DFO will assist the CFAAC Asset Management Committee (AMC) Chair and the Investment Advisor in tracking and reviewing investment holdings and performance, including preparing financial reports as needed, and implementing financial decisions of the AMC and the Board of Trustees. In consultation with the President and CEO and the chair of the AMC, the DFO will develop and administer investment policy and procedures.

**Operations:** The DFO functions as the chief administrative officer responsible for human resources, administering employee benefits, office equipment, technology, and risk management, and state business and charitable filings. Additionally, the DFO is responsible for completing the application for National Standards for Community Foundations certification every three years.

### **List of specific duties**

- Preparing expense checks and accounting for CFAAC operations.
- Administering the financial aspects of CFAAC's spending policies for all funds.
- Preparing grant and expense checks from all funds.

- Receipting, depositing, and accounting for all donations and other income including stock transfers and in-kind gifts.
- Processing and accounting for the biweekly payroll. On-boarding new employees in compliance with state and federal laws and IRS regulations.
- Entering and posting financial data, reconciling all bank, brokerage, credit card and merchant services accounts and preparing financial statements and reports using CFAAC's software.
- Providing budget and financial reports to the Budget & Finance Committee and the Treasurer for review and analysis; documenting committee actions; assisting with preparation of financial presentations to CFAAC's Board of Directors; and attending and making presentations at CFAAC Board meetings as requested.
- Working with the Asset Management Committee to review investment holdings and document committee actions and liaising with investment adviser in preparation for meetings.
- Working with the auditors in preparation of the yearly audit and tax returns.
- Providing accurate information concerning specific funds, including quarterly fund statements to donor-advisers.
- Assisting with administration of specific donor-advised, field of interest, designated, scholarship and unrestricted funds according to the fund agreements.
- Managing cash flow of CFAAC to provide needed liquidity and reasonable earnings.
- Managing and filing Endow MD Tax Credit donations with the state.
- Other duties as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Physical Demands/Work Environment**

The work is performed primarily in an office setting, and remotely as needed due to social distancing guidelines.

### **Supervision:**

The Director of Finance and Operations reports to the President and CEO.

### **Salary and Benefits**

Salary is competitive and dependent on experience. This is not an entry level position. A comprehensive benefits package includes health insurance, holiday, vacation, and sick leave. Simple IRA is available with a matching contribution after 90 days of employment.

**We'd love to hear from you!**

If this sounds like the job for you AND you have the skills and requirements listed above, then we are eager to meet you. Please submit a cover letter and a resume to Mary Spencer, President and CEO at [mary@cfaac.org](mailto:mary@cfaac.org). Please put YOUR NAME, and Director of Finance and Operations in the Subject Line.

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*CFAAC is an equal opportunity employer. We greatly value the diversity of individuals, ideas, perspectives, insights, and values, and what they bring to our mission, culture, and outcomes.*