



## Director of Finance & Administration

The Wichita Community Foundation seeks a seasoned and highly collaborative Director of Finance & Administration to oversee all fiscal and financial responsibilities of the Foundation. The Director of Finance & Administration supports the President & Chief Executive Officer (CEO) in ensuring utilization and allocation of Foundation resources reflects and facilitates the achievement of Foundation goals established by the Board of Directors.

### About the Wichita Community Foundation

The Wichita Community Foundation (WCF) is a public, place-based organization dedicated to improving the lives of Wichitans by bringing together the financial resources of individuals, families and organizations to support nonprofits through grantmaking and strategic initiatives. WCF was founded in 1986 and is composed of 275+ funds and assets of \$100 million. Each fund represents a unique philanthropic purpose. In FY21, WCF granted a collective \$6 million to nonprofit organizations. Visit [wichitacf.org](http://wichitacf.org) for more information.

### Key Areas of Responsibility

#### *Functional Leadership*

- Oversee and be fully knowledgeable of financial and internal control policies
- Ensure investment policies and strategies are aligned with the Foundation's operating and fund management strategies and activities
- Oversee financial and operational audits, identify opportunities for improved efficiencies, and supervise the implementation of improvements to internal controls and operating procedures
- Collaborate on the development, implementation and management of the Foundation's impact investment fund
- Supervise daily functions of Accounts Manager
- Participate in the process of setting the organization's strategic direction and short- and long-term plans, and in translating the vision and corporate goals set by the Foundation's Board into effective operational strategies and actions
- Contribute to overall Foundation effectiveness by providing critical staff support to task forces established by the Foundation's Board, and by participating as directed as lead staff member for Financial/Audit and Investment Committees

#### *Finance and Accounting Management*

- Manage all financial activities and ensure day-to-day operations of the Foundation proceed efficiently and effectively
- Manage, mentor and develop a part-time accounting staff and build an effective team dynamic
- Calculate and initiate periodic cash and investment transactions to meet cash flow requirements
- Prepare month-end adjustments, monthly account reconciliations, and quarterly financial statements and reports
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the executive team in decision-making and goal execution
- Prepare the annual operating budget
- Manage the annual external financial statement audit process and oversee tax and regulatory compliance
- Oversee vendor management practices including review of quotes, contracts and insurance

### *Investment Management*

- Oversee the investment function in collaboration with outside investment managers and with the Foundation's Investment Committee.
- Oversee underlying fund financial information including statements of account and the calculations of amounts available to spend, fees and investment portfolio returns

### *Administrative Management*

- Oversee HR functions, including payroll, employee benefits, and maintenance of employee files
- Maximize physical office operations for Foundation-owned or leased properties to ensure the acquisition and disposition of fixed assets, construction, improvements, and maintenance are managed in the most cost-effective manner
- In collaboration with the entire Foundation team, implement newly selected enterprise technology platform, including ensuring accuracy of financial data conversion, development of financial reports and implementation of financial related policies and processes

### *Donor Involvement*

- Assist in promoting the Foundation by confidently communicating Foundation products, services and investments in presentations to fund holders and donor prospects
- Build positive relationships with donors in coordination with other staff by engaging in community events, donor meetings, etc.

### **Required Education and Experience**

- 6-8 years financial management experience
- Accounting, Finance or related degree required, CPA preferred
- Experience with nonprofit finance and accounting regulations desirable
- Working knowledge of investments
- Leadership skills and supervisory experience
- Budget development/management skills/experience
- Contract management skills/experience

### **Soft Skills Requirements**

- Community and donor-focused mindset, committed to serve the mission of the Foundation
- Executive presence coupled with a strong commitment to organizational values and mission
- Engaging verbal, written and presentation skills and the ability to communicate at all levels
- Willingness to embrace new approaches
- Strategic and critical thinking skills and decision-making abilities
- Unwavering integrity and an extraordinary commitment to confidentiality

### **Compensation**

- \$70,000+
- Hybrid work environment (days in office/work from home flexibility)
- Paid vacation, sick and parental leave
- Competitive benefits package

*The Wichita Community Foundation is an equal opportunity employer and welcomes everyone to our team. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents and individuals with disabilities to apply. If you require reasonable adjustments during the application process, please let us know. In your application, please feel free to note your preferred pronouns.*

**Please send your resume, cover letter, including salary requirement, and references to [numholtz@wichitacf.org](mailto:numholtz@wichitacf.org) by June 8, 2022. No phone calls, mail, or in-person deliveries, please.**