Business Analyst

San Francisco Foundation | San Francisco, California

POSTED MARCH 31, 2014

**Background**

The San Francisco Foundation is one of America’s largest community foundations serving Alameda, Contra Costa, Marin, San Francisco and San Mateo counties in the San Francisco Bay Area.  Our mission is to mobilize resources and guide their use to promote vibrant, sustainable communities throughout the Bay Area.  In service to the people of our community, we partner with diverse organizations and donors to create new opportunities and to be a catalyst for change.  The Foundation is home to $1.2 billion dollars in assets and awarded grants of $87 million to nonprofit organizations last year.  A distinguished eleven-member community board governs the Foundation.

**Job Summary**

The position of Business Analyst provides analytical support for the Foundation, covering financial planning and analysis, management reporting, cost accounting, and business metrics and modeling.

**Reports To**

The Business Analyst is an individual contributor and reports to the Chief Financial Officer of the Foundation.

**Responsibilities**

* Direct the planning process and create, in collaboration with management, an annual budget for fundraising, operations, grantmaking and project costs.
* Development and execution of management reporting to the finance committee, management team, and department managers.  Includes budget to actual analysis, key indicators, dashboard, and forecasting.
* Generate effective monthly reporting to department and project managers to communicate status on budgets and support an environment of strong cost management.
* Financial reporting and planning for multi-year initiatives.  Coordinate with Program staff to maintain effective accurate information for use in grant applications, fund reports, and initiative tracking.
* Effective use of the Blackbaud Financial Edge and Blackbaud Raisers Edge systems for information management, and accurate reporting on expenses in all funds.
* Provide analytical support for foundation wide initiatives such as new product development, pricing, and capital spending proposals.  Analyze impact of organizational changes, interpret issues and provide financial expertise for project planning related to such activities.
* Responsible for overall fund management in the general ledger system, including membership on Fund Committee, architecture of fund attributes and recordkeeping standards, setup of new funds, periodic review and analysis of fund balances and initiative spending.  Develop standards for fund closure processes and financial reporting to funders.
* Maintain data integrity on fund information and execute the annual calculation of spending policy for all endowed funds.  Maintain current knowledge of legal and regulatory issued affecting endowed assets.  Participate on the team managing the business intelligence software, with primary ownership for spending policy calculation application.
* Responsible for development of a cost accounting methodology and process, cost analyses, and associated reporting. Includes development and maintenance of a cost accounting model focused on providing activity and product costs, conducting time and activity surveys, and compiling results.  Maintain competitive information relative to the field.  Partner with Community Foundation Insights for data analysis and field wide benchmarks.
* Develop and execute ongoing management and financial reporting for the Supporting Organizations of The San Francisco Foundation.  Participate as a board member on select Supporting Organizations.
* Responsible for supporting process improvement and other projects as requested.
* Additional support as required, including new system implementations.

**Qualifications**

* BA in Finance or Accounting required.
* Prefer MBA or post-graduate certifications and licenses.
* 5 years minimum experience in business planning or cost accounting.
* Some experience in foundation organizations beneficial
* Excellent skills in Microsoft Office, particularly advanced capabilities in Excel.
* Experience with Blackbaud Financial Edge or other financial report writing applications.
* Excellent analytical, communication, and time-management skills.
* Able to identify business issues and contribute to decisions.
* Able to work in a culturally diverse organization concerned with all aspects of community support and development.

**Compensation**

Competitive compensation and excellent benefits package.

**How to Apply**

**APPLICATION DEADLINE:  April 10th, 2014.**

Please send resume and cover letter via email to: [resumes@sff.org](mailto:resumes@sff.org)

The San Francisco Foundation is an equal opportunity employer and seeks diversity with respect to race, ethnic, culture, gender, age, sexual orientation, and physical abilities.

San Francisco Foundation

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