

Job Title: Chief Financial and Operating Officer

Location: Grand Rapids, MI

Other Location

Description

FREY FOUNDATION

The Frey Foundation was established in 1974 out of a deep love of community and commitment to philanthropy. Since then, the foundation has continued its legacy, working to enhance the lives of children and families, protect natural resources, promote the arts, and build community.

We are dedicated to creating and maintaining a cohesive team environment where all team members honor each other by actively listening and by being accountable, transparent, trustworthy, and direct. This has enabled us to operate as a trusted, nimble, and flexible philanthropic partner in tackling the community's greatest challenges and opportunities.

Working closely with the President and in collaboration with the Board of Trustees, the **Chief Financial and Operating Officer** can expect to be an important part of an impactful legacy that will continue to positively impact the West Michigan communities that we serve. As a member of the Executive Leadership Team, the **Chief Financial and Operating Officer** will manage all aspects of financial management and will be responsible for the human resources, information technology, and administrative functions of the organization.

Specifically, you will:

- Manage all aspects of the Foundation's financial assets and investment administration
- Develop and manage operating budget, and annual grant expenditures ensuring compliance with the spending policy
- Oversee the preparation of annual audited financial statements
- Liaise and provide staff support to the Board and Investment Committee to carry out investment decisions and maintain accurate records
- Ensure regulatory compliance by maintaining current knowledge regarding regulations and best practices relevant to private foundations and nonprofit entities
- Assume responsibility of the human resources, information technology, and administrative functions for the organization

As an ideal candidate, you possess:

- Bachelor's degree in the area of finance or accounting. Master's Degree and/or CPA preferred.
- Five (5) to ten (10) years' experience as a Financial Executive
- In-depth knowledge of US Generally Accepted Accounting Principles (GAAP) and other practices and standards relevant to non-profit entities
- Familiarity with and exposure to the nonprofit sector and/or foundation work a plus
- Excellent verbal, written, analytical, and interpersonal skills, along with the ability to translate and communicate financial terms for non-financial audiences
- A high degree of integrity and honesty, along with a demonstrated ability to exercise confidentiality and neutrality in complex and sensitive situations
- A servant leadership approach and a team player mentality, along with a genuine commitment to making an impactful difference in the community
- Advanced technical skills involving spreadsheets, word processing, database, and reporting applications. Experience with Dynamics and/or SmartSimple desired.

When you choose us, along with a competitive compensation package,

- You will join a highly-respected organization that impacts the community.
- You will be part of a team that cares for its stakeholders, both external and internal.
- You will be exposed to multiple roles.
- You will work with amazing people who are always willing to pitch in.

If this sounds like you and you think we are a good match, please apply now!

Feel free to look at our website and learn more about our team as well: <https://freyfdn.org/>

The Frey Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.