



Sr. Manager, Finance and Operations Washington, DC

Executive Summary

The National Center for Family Philanthropy (NCFP) welcomes applications for Senior Manager, Finance and Operations. NCFP works in collaboration with visionary philanthropic families to unlock their potential to create meaningful and enduring change.

Reporting to the Chief Operating Officer (COO), the senior manager of finance and operations contributes to the evolution and execution of NCFP's next-stage vision at a time of opportunity and growth. The manager will work closely with NCFP leadership and staff to implement the effective financial and operational systems necessary to support a dynamic and evolving organization. They will help create a culture of trust and accountability, transparent communication, and continuous improvement. The manager will serve as a bridge among the various functions of the organization, helping to integrate financial management, program, communications, and revenue generation workstreams and goals.

NCFP seeks an established professional with progressive experience managing daily operations and finances of a nonprofit or foundation. The successful candidate will be both a strategic thinker and an executor with a can-do approach. They are an adaptable team player able to work across functions and translate financial concepts into lay terms. They are committed to embedding equity and racial equity into the organization's practices.

The salary for this position is \$95,000 – \$115,000 plus benefits, which include paid vacation; 12 holidays; new parent leave; 100% employee premium paid for medical/dental/vision insurance; retirement contribution; short and long-term disability and life insurance; and professional development. The final salary will be determined at the time of offer and will be based on depth of and applicability of experience and taking into account any specialty certifications and/or degrees held by the candidate. This is a Fair Labor Standards Act (FLSA) status exempt position based in Washington, D.C. Staff are working in a hybrid environment, with an average of two days per week in the office. *Please see application instructions at the end of this document.*

The National Center for Family Philanthropy (NCFP) is an Equal Opportunity Employer. It is the policy of NCFP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. NCFP prohibits any such discrimination or harassment.

Essential Responsibilities

The senior manager will be accountable for the following, with the support of outsourced accounting and IT contractors and a part-time office manager.

Financial Management

- Oversee and manage outsourced accounting firm, ensuring:
 - Timely and accurate execution of end-to-end accounting functions, including but not limited to payables, receivables, credit card and bank reconciliations, functional

expenses and fund accounting, accounting for and release of restricted grant funds, employee expense reporting, month end close, financial statements, cash flow forecasting.

- Creating and recommending policies on banking, cash management and reserves, internal controls, and other relevant fiscal matters.
- Lead annual budgeting and ongoing forecasting to monitor progress and inform resource allocation.
- In partnership with the COO, staff the Board of Director's Finance and Audit Committee.
- Lead the processes for the annual financial audit and 990 filing.
- Ensure NCFP is compliant with tax laws and filings, state licensing and registration requirements for nonprofit organizations and charitable solicitation.
- Work with the development team to routinely reconcile the accounting system with the donor management system, and accurately and efficiently administer receivables.
- Work with the program and development teams to develop and manage restricted grant award budgets.

Operations

- Establish contract management policies and procedures and manage contract flow for consultants and speakers.
- Manage external IT vendor and coordinate with vendor to resolve issues. Manage, with external support, migration from physical server to the cloud and implementation of other related systems.
- Oversee all organization vendors, managing contracts, and seeking opportunities to diversify partnerships and embed equity in operations.

Human Resources

- Ensure NCFP is compliant with state and federal laws related to human resources.
- Coordinate personnel hiring, onboarding, and exit processes.
- Maintain personnel files for all staff.
- Administer payroll (via third-party vendor).
- Assist with the annual performance review process.
- Manage employee benefits, with external vendor support, including insurance, retirement, and FSA.

Candidate Profile

The ideal candidate will be inspired by NCFP's mission and intent to grow and reach more philanthropic families, resulting in both increased and more sustainable social impact. They are passionate about strong financial controls and efficient and adaptable operational processes.

We encourage you to apply if you are interested in the role regardless of whether you meet all of the qualifications below. We are interested in meeting candidates who want to learn and grow into the role as defined.

Desired Qualifications

- 7+ years of relevant work experience in nonprofit financial management and accounting

- CPA highly preferred
- Proficient with QuickBooks online, or similar accounting software, and familiarity with bill.com, and experience with online expense management tools like Concur or Expensify.
- Proficiency with MS Office Suite, particularly Excel, and ability to quickly learn new software
- Desire and ability to help team members set finance and operations-related goals that can achieve measurable results and helps promote accountability at the team and individual level.
- Knowledgeable in current and emerging policies, practices, trends, technologies, and information affecting the finance and operations functions of a nonprofit organization
- Demonstrated ability to synthesize and communicate complex financial information and ideas
- Committed to a workplace that values different backgrounds and life experiences. Desire to learn about and incorporate equity and racial equity lenses into structures, systems, and processes for NCFP employees and the constituencies NCFP serves.
- Ability to prioritize and meet deadlines; strong organizational skills and exceptional attention to detail
- An optimistic outlook and the desire and patience necessary to work in a transformative, dynamic environment
- Commitment to a strong sense of community and integration with other team members (this is not a silo)
- Ability to manage and troubleshoot IT functions with outsourced support
- Experience managing human resources functions internally and with external vendors
- Personal qualities of integrity, credibility, and a commitment to NCFP’s vision, mission, and values

NCFP requires that all employees be fully vaccinated against COVID-19 prior to their start date. NCFP follows the CDC on the definition of [fully vaccinated](#). Accommodations may be sought and approved in accordance with the law.

Application Instructions

To apply, please e-mail your resume and a cover letter that states why you are interested in this specific position to the attention of Diana Heath at hr@ncfp.org. Please include “Finance and Operations” in the subject line. We will review resumes on a rolling basis beginning on September 28, 2022 and will remove this posting when we have an accepted offer.

About NCFP

NCFP is a network of philanthropic families committed to a world that is vibrant, equitable, and resilient. We share proven practices, work through common challenges, and learn together to strengthen our ability to effect meaningful change. As we navigate individual journeys of reflection and transformation, we see the results of intentional, impactful giving.

We promote open inquiry and ongoing reflection to advance the practice of family philanthropy, and we value the partnerships and mutual respect that make it possible for families to discover their purpose and possibilities.

NCFP offers a range of programs and services to foster learning for philanthropic families. We understand family philanthropy has many points of inflection—moments to embrace proven practices and advance momentum or to stall out due to uncertainty and lack of clarity. All of our programs are

rooted in a Family Giving Lifecycle that provides easy onramps for families to connect with us—to begin planning, learning, and accessing custom support and resources.

Our decades of experience working with philanthropic families uniquely position us as a reliable partner who meets families where they are and provides the support and services they need to move forward with long-term planning and day-to-day decision making with confidence.

For more about the National Center for Family Philanthropy, please visit: www.ncfp.org.