



## Manager, Finance & Operations Washington, DC

### Executive Summary

**The National Center for Family Philanthropy (NCFP) welcomes applications for Manager, Finance & 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 manager of finance and operations will work closely with NCFP leadership and staff to oversee day-to-day financial activities and operations to support a dynamic and evolving organization. They will balance efficiency with people-centered processes, while seeking opportunities for continuous improvement. They will play a critical and foundational role in organization operations serving as a bridge across teams and ensuring that operational processes reflect the values and needs of all parts of the organization. The successful candidate will be an organized implementor with an eye for continuous improvement. They are an adaptable team player that enjoys working across functional areas, and who can navigate change and help others do so as well. They are committed to embedding equity and racial equity into the organization's practices.

The salary for this position is \$84,000 – \$95,000 plus benefits, which include flexible vacation PTO, paid sick leave, 12 holidays, 1-week June/July office closure, 1-week December office closure, new parent leave, 100% employee premium paid for medical/dental/vision insurance and generous premium subsidies for dependents (medical insurance has \$0 individual and family deductibles), 5% retirement contribution, short and long-term disability, 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. This is a Fair Labor Standards Act (FLSA) status exempt position based in Washington, D.C. in Farragut Square. Staff are working in a hybrid environment, with a required two days per week in the office and the flexibility to occasionally come in more often. All staff come in on Tuesdays. *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 manager will be accountable for the following, with the support of outsourced accounting, IT, and HR contractors and the COO's executive assistant.

#### Financial Management

- Oversee basic bookkeeping functions, in partnership with outsourced accounting team
  - Run A/P and travel and expense (T&E) processing, using Bill.com and Expensify.
  - Serve as backup and a resource for the executive assistant in preparing check deposits
  - Ensure timely and accurate outsourced 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, and cash flow forecasting.

- Monitor adherence to accounting and finance policies and recommend changes as appropriate.
- Support annual budgeting and ongoing forecasting to monitor progress and inform resource allocation and ensure deadlines are met.
- Support the processes for the annual financial audit and 990 filing, along with the outsourced accounting firm.
- Ensure NCFP is compliant with tax laws and filings, state licensing and registration requirements for nonprofit organizations, and charitable solicitation by working with outsourced vendor
- Work with the development team to routinely reconcile the accounting system with the donor management system.
- Work with the program and development teams to manage restricted grant award budgets.

### Operations

- Manage office-related contracts and expenses, such as supplies ordering, photocopier lease, package delivery, and related, seeking opportunities to diversify partnerships and embed equity in operations.
- Manage desk-booking system (Robin).
- Collaborate with the executive assistants to coordinate in-office visits of executive staff and visitors.
- Serve as point of contact with the building for facilities-related issues.
- Serve as backup for the executive assistant in distributing mail and scanning and uploading organizational documents.
- Maintain administrative files on Sharepoint.
- Manage external IT vendor and coordinate with vendor to resolve issues.
- Partner with the executive assistant to plan and execute staff team-building activities in the DC office, including staff lunches, retreats, or similar.
- Manage the in-office on-boarding of DC-based staff, including desk assignment, IT provisioning, and key fob access.
- Draft contracts at the direction of the COO.
- Manage finance and operations-related e-mails.
- Partner with COO to manage outsourced HR vendor.

## 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 efficient and adaptable operational processes and financial controls.

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

- 5+ years of relevant work experience including a combination of basic bookkeeping, A/P and expense processing and organization operations experience.
- Nonprofit accounting familiarity highly preferred.
- Familiarity with QuickBooks online, or similar accounting software
- Experience with Expensify or similar online expense management tools
- Proficiency with MS Office Suite, particularly Excel and Sharepoint, and ability to quickly learn new software
- Knowledgeable and interested in staying abreast of current and emerging policies, practices, trends, technologies, and information affecting the finance and operations functions of nonprofit organizations
- 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 in vendor selection.
- 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
- Ability to manage and troubleshoot IT functions with outsourced support
- Personal qualities of integrity, credibility, and a commitment to NCFP's vision, mission, and values

### Application Instructions

To apply, please e-mail your **resume and a brief cover letter** that states why you are interested in this specific position to the attention of Diana Heath at [hr@ncfp.org](mailto:hr@ncfp.org). Please include "Finance and Operations" in the subject line. We will review resumes on a rolling basis and will remove this posting when we have narrowed down to finalist candidates.

## 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](http://www.ncfp.org).