

# Orange County Community Foundation

## Chief Financial Officer

Position Description & Candidate Profile

# Chief Financial Officer

## Location

Irvine, CA (In office with one remote day of choice per week, and a “flex day” every other Friday)

## Reports to

President

## Our Client

The mission of the Orange County Community Foundation (OCCF) is to transform the Orange County community's heartfelt intention into greater impact for good. OCCF combines giving strategy, community intelligence, enduring relationships, and heartfelt intention to amplify the power of giving and its profound result: greater good in Orange County and beyond. The Foundation serves as a resource for individual and family philanthropists, facilitates grants and scholarship programs, and leads community-based initiatives. OCCF inspires giving and connects people and resources to create sustainable impact, granting more than \$1 billion since 1989 in Orange County, across the country, and around the world.

OCCF's annual grantmaking totals over \$100 million, ranking as the 7<sup>th</sup> most active grantmaker among more than 800 U.S. community foundations. The Foundation is home to more than 640 charitable funds benefiting a wide range of causes. OCCF's current assets total nearly \$700 million, and the Foundation is on a trajectory to reach more than \$1 billion in charitable assets over the next five years. Ranking in the top 7 percent in assets among U.S. community foundations, OCCF's commitment to its people and culture as well as its growth of assets propels its dynamic and forward-thinking mission.

OCCF's team is a diverse, entrepreneurial, and energized group focused on developing strategic partnerships with their donors and community partners. Convening key players and applying the Foundation's knowledge and unique capabilities, OCCF creates the momentum to address pressing needs in the region and serve donors' philanthropic intentions. As trusted strategic advisors, OCCF promotes strong connections, encourages generosity, and provides a sophisticated organizational infrastructure to help facilitate strategic philanthropy. OCCF is committed to ensuring that its donors, non-profit partners, and beneficiaries feel

truly understood. Deeply listening, investing time and energy conducting rigorous research and planning, and fostering close personal relationships is how the Foundation cultivates understanding and trust-based partnerships.

We invite you to learn more about the Orange County Community Foundation at <https://www.oc-cf.org>!

### Position Responsibilities

The Chief Financial Officer (CFO) reports to the President and is a key member of the executive leadership team, focused on developing and executing OCCF's organizational strategy and ambitious growth goals. The CFO works internally and externally to ensure the highest level of stewardship of the Foundation's assets. The CFO leads OCCF's investment activities, supported by a seasoned Investment Committee and independent investment advisors. Additionally, the CFO leads and manages the Finance Department, and directly supervises the Controller and department staff.

Specifically, the Chief Financial Officer will:

#### *Executive Leadership*

- Serve as a strategic partner to the CEO and the President to determine and implement organizational and growth strategy
- Serve as a key member of the executive leadership team and liaison for Board Investment, Finance, and Audit Committees
- Lead data analysis and information sharing throughout the organization to aid in decision-making and setting strategic direction, including supporting long-range planning and business modeling with financial and economic insights
- Remain current and knowledgeable about legal, accounting, tax, and public policy matters related to foundations and philanthropy
- Build, mentor, and lead the finance and accounting team to cultivate a dynamic culture and ensure professional growth
- Understand gift and fund options available for donors and assist – in partnership with development, donor services, executives, and other departmental staff – in evaluating proposed gifts for adherence to OCCF's policies

- Work collaboratively with the rest of the executive leadership team to incorporate OCCF's mission and values into the organization's vision and strategies
- Work closely with the Board of Governors to provide leadership, information, and support to enhance the governance of OCCF
- Ensure that OCCF's donors continue to receive excellent, best-in-class customer service
- Provide independent perspective on business decisions to ensure that they are financially grounded and support OCCF's strategy and execution
- Partner with the CEO and the President on all efforts to ensure that OCCF's diversity, equity and inclusion plan is infused in all aspects of the organization

#### *Investment Management*

- Ensure effective administration of OCCF's investment program, working with OCCF's investment managers to implement strategies adopted by the Board and Investment Committee, including asset allocation and other strategic decisions
- Serve as liaison for the Foundation's Investment Committee
- Work with OCCF's investment managers to ensure performance and compliance with OCCF guidelines and to provide appropriate reporting to the Investment Committee and Board
- Work with investment consultants for the individually managed accounts to ensure compliance with OCCF guidelines
- Assist in the establishment of new individually managed accounts, including opening the account, reviewing and approving the Investment Policy Statement and building a relationship with the donor advisor
- Consult with legal counsel as appropriate on matters related to OCCF's investment program
- Ensure that all assets are invested consistently with the terms of individual fund agreements and donor intentions
- Oversee investments and governance of OCCF's two supporting organizations
- Communicate effectively about the high stewardship standards and performance of OCCF's investment program to donors, nonprofit endowment partners, and other stakeholders
- Develop and extend networks in relevant professional fields to identify opportunities and stay apprised of relevant trends, participating in leading professional associations relevant to the community foundation field

- Stay apprised of new developments and opportunities related to investments for foundations, including traditional and innovative strategies

#### *Finance and Accounting*

- Serve as liaison for the Foundation's Finance and Audit Committees
- Lead a talented finance and accounting staff, ensuring a collaborative and collegial environment
- Lead development of policies and practices for OCCF's finance and accounting teams
- Review, update, and/or develop internal control systems for OCCF
- Manage endowment funds, under the direction of the Finance Committee, and within the risk tolerance expressed by the Board
- Oversee preparation of financial reports and tax returns
- Oversee the development of the annual operating budget and long-term forecasts
- Oversee the annual audit, meeting periodically with the outside auditors
- Lead technological streamlining of the finance and accounting function
- Maintain excellent working relationships with external partners including auditors, bankers, investment advisors, attorneys, and other professional advisors
- Ensure that OCCF complies with all legal, ethical, and accounting standards
- Assign and oversee the portfolio of work of direct reports
- Ensure effective execution of OCCF's financial operations management

#### **Profile of the Successful Candidate**

The Foundation seeks an innovative, tech-savvy leader with strong financial and strategic acumen; familiarity with the foundation environment; a passion for the power of philanthropy and the values of OCCF; a commitment to inclusivity and equity; an innovative mindset and the highest level of integrity; a collegial work style; and, the dedication to work hard toward the Foundation's mission.

The CFO will share OCCF's deep commitment to equity, diversity and inclusion, as it seeks to build an increasingly diverse workforce for its work in partnership with the diverse communities in Orange County.

Within this framework, OCCF seeks a Chief Financial Officer with the following attributes:

- Minimum of ten years with senior-level management experience within finance and/or accounting departments; non-profit experience preferred
- An undergraduate degree in business, accounting, or a related field, or equivalent education and experience
- Demonstrated, extensive knowledge of financial strategy, trends and reports
- Demonstrated knowledge of accounting processes and systems
- Demonstrated mastery of generally accepted accounting principles (GAAP) for nonprofit organizations and a basic understanding of tax and other state and federal laws pertinent to nonprofit organizations as well as the principles of fund accounting
- Experience with integrated grants and accounting systems; excellent working knowledge of office and enterprise systems technologies
- Demonstrated knowledge of technology and experience upgrading systems and streamlining processes
- Sharp investment acumen, evidenced by experience in working either in foundations, family offices, or wealth management
- Ability to effectively communicate with all levels of the organization and external contacts
- Ability to lead, develop and mentor staff
- Demonstrated interest in philanthropy and a commitment to service
- A deep commitment to diversity, equity, and inclusion
- Ability to clearly and effectively communicate with the board, executive team, broader staff, and external contacts
- Strong work ethic and dedication to excellent customer service
- Collaborative, humble, and team-oriented work style
- Strong manager and relationship builder
- Unimpeachable character

The successful candidate may also have:

- Five years' experience in the investment or retirement fund/endowment sector, including work with investment consultants
- A Master's degree in business, accounting, or related field or equivalent education and experience
- Familiarity with non-profit finance and governance
- A CPA license

## Start Timeframe

We seek to have someone in place in Fall/Winter 2024.

## Compensation

This position offers a competitive salary range of \$235,000 - \$270,000 and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

## To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Maureen Capitolo, Principal or Melissa Ulum, Of Counsel. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.*

**Learn more about The 360 Group at [the360group.us](https://the360group.us).**