Santa Barbara Foundation

Vice President, Finance and Administration
Position Description & Candidate Profile
Vice President, Finance and Administration

Location
Santa Barbara, CA

Reports to
President and CEO

Our Client
Santa Barbara Foundation (SBF), one of the oldest and largest community foundations in the United States, was established in 1928 to enrich the lives of the people of Santa Barbara County through philanthropy and community involvement. As Santa Barbara County’s largest private source of funding for nonprofit agencies and the backbone of a strong regional tradition of philanthropy, SBF mobilizes collective wisdom and philanthropic capital to build empathetic, inclusive and resilient communities. SBF invests in programs that support the County’s most vulnerable populations by addressing basic human needs, and systems change for those individuals and families that are living “paycheck-to-paycheck” and are susceptible to becoming even more vulnerable with just one adverse life event.

Santa Barbara Foundation, covering all of Santa Barbara County, reflects the broad-based generosity of the communities throughout the county. At its core, SBF connects people who care with causes that matter, promotes effective giving to meet community needs, supports a vibrant nonprofit sector, and builds community capital through leverage and partnerships.

Santa Barbara Foundation has charitable assets of nearly $500 million. SBF has a board of 16 and a talented staff of approximately 30, representing the various regions of the County and who serve as its ambassadors. This strong base presents the right candidate with an exciting opportunity to further an exciting new course in promoting community philanthropy throughout Santa Barbara County, as SBF combines the traditional functions of a community foundation with roles as an advocate and fundraiser for specific community issues.

In order for SBF to grow and pursue its invigorated mission, which is “to mobilize community wisdom and philanthropic capital to build empathetic, inclusive and resilient communities,” and to meet some ambitious goals, the foundation will be making considerable investments in its own infrastructure and personnel. The
financial and cultural investment will require the acquisition and deployment of an expanded tool belt of strategies including impact investing, measurable social media strategies, greater countywide community engagement, and a willingness to take risks, fail, and learn.

Learn more about SBF at http://www.sbfoundation.org.

**Position Responsibilities**

Santa Barbara Foundation seeks an experienced leader and manager to join its senior team as the Vice President, Finance and Administration. This role has overall strategic and operational responsibility for the Finance and Administration departments. The Vice President, Finance and Administration will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, IT, and physical infrastructure. With new leadership at SBF, this is a key moment for a skilled finance and operations professional to maximize and strengthen the internal capacity of a well-respected, impact-oriented organization.

Specifically, the Vice President, Finance and Administration will:

**Executive Leadership**

- Serve as a member of the executive leadership team, including the CEO and other department heads responsible for organizational policy development and planning
- Work with the Foundation CEO and Board on SBFs evolving business model, supporting strategic planning and implementation efforts, ensuring that all Foundation initiatives make economic sense and are consistent with the organization’s financial strategy
- Serve as primary liaison to the Board of Directors' finance, audit, governance and compensation committees; effectively communicate and present critical matters to the Board
- Lead data analysis and information sharing that offer financial and economic insights to aid in decision-making, strategic direction, long-range planning and business modeling
- Continually evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities
- Remain current and knowledgeable about legal, accounting, tax, and public policy matters related to community foundations and philanthropy
• Understand gift and fund options available for donors and assist resource development, executive and others in evaluating proposed gifts for adherence to SBF policies and its ability to administer a proposed gift appropriately
• Collaborate with CEO and donor services staff to develop additional resources working with wealth managers and other philanthropic advisors

Finance and Accounting
• Oversee all aspects of accounting, financial, and investment management; manage Finance and Operations team
• Proactively develop and implement financial strategies to support organization-wide priorities
  o Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations
  o Capture key data and processes in order to demonstrate the relationship between goals and resulting fundraising needs
  o Develop financial plans and economic modeling
• Work across the organization to develop the Foundation’s annual operating budget, assessing organizational performance accordingly
• Review, approve and clearly communicate monthly, quarterly, and annual financial reporting materials and metrics for the CEO and Board of Directors
• Oversee budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable
• Manage costs and profitability, making sure expenditures are consistent with the organization’s budget, goals, and mission
• Oversee internal accounting processes and procedures, including contracts management, cash transfers, cash receipts, A/P, payroll and inter-fund transfers
• Oversee and report the year-end financial audit and tax filings, including preparation and review of audit schedules and footnote disclosures for SBF, its LLCs, its Pooled Income Funds and trusts and its employee benefits plans

Investments
• Monitor investment manager performance and compliance with SBF guidelines and provide appropriate reporting to the Investment Committee and Board
• Support Board Investment Committee and staff in creating innovative investment strategies to better serve Santa Barbara County
• Develop and extend networks in investment, community development, philanthropy and advocacy fields as means to identify opportunities and capture important information relevant to potential deals and other trends
Promote a Foundation-wide understanding of impact investing
Consult with legal counsel as required on legal matters related to SBF's investment program
Work closely with the donor services teams to ensure that investments are consistent with fund agreements and donor intent
Ensure proper investment of trusts for which SBF serves as trustee
Communicate effectively and compellingly about the high stewardship standards and performance of SBF's investment program to donors, endowment partners, and other interested persons

Administration/Operations
Oversee and direct administrative and operations functions to ensure efficient and consistent functions as the organization scales
Establish organization-wide financial, administrative and operational objectives, policies, programs, systems and practices with a goal of continuously developing and improving systems, and facilitating interdepartmental collaboration and coordination
Model and instill a service orientation that inspires a professional staff comprised of finance, human resources, IT, facilities, and administration departments
Monitor requirements, negotiate and oversee capital acquisition and lease, third-party vendors and consultants, insurance providers, and legal counsel
Further develop and streamline SBF's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting; managing the Director of Human Resources
In collaboration with the leadership team and IT Manager, bring vision to an IT structure and oversee implementation of new technologies that will increase the overall efficiency and effectiveness of the organization, and support key capabilities as required for future growth

Compliance and Risk Management
Ensure expert and strategic legal advice to management
Set internal governance policies and manage the impact of external factors
Anticipate issues and estimate risks strategically; evaluate and weigh multiple inputs and impacts of any decision or course of action
Identify proactive solutions that will eliminate or mitigate risks
Ensure compliance with all state and federal reporting requirements
Ensure that the various entities under SBF's umbrella (supporting organizations, donor advised funds, corporate advised funds, among others) are compliant with tax, charitable giving, and governance regulations
Deal with complex, significant matters that cut across legal and related areas, managing risk accordingly

Profile of the Successful Candidate
SBF seeks a seasoned, hands-on and participative leader to act as a strategic thought partner. The successful candidate will have a strong interest in addressing the community's most vital issues and promoting community philanthropy, combined with the ability to position the foundation as a community leader with a robust, sustainable business model. The new Vice President, Finance and Administration will balance a range of responsibilities focusing on operational excellence.

More specifically, SBF seeks a professional who has:

- At least 10+ years of senior-level management experience, with at least five years managing wide-ranging finance and administrative responsibilities for a $5 million to $10 million organization or business unit; the successful candidate will have experience leading planning efforts and running operationally effective organizations that have multiple functional areas
- Experience working in a fast-paced, multi-faceted environment
- Experience and demonstrated effectiveness in management or oversight of managing financial and reporting and ensuring streamlined, effective administration and operations
- A demonstrated ability to build relationships by employing strong organizational management, communication, implementation, problem-solving and mentoring skills, fostering collaboration
- A successful track record in setting priorities; keen analytic, organization and problem solving which support and enable sound decision making
- Strong technology skills
- Solid understanding of other pertinent tax regulations and state and federal laws
- Excellent analytical, organizational, communication and interpersonal skills
- Ability to effectively and persuasively communicate with the board, executive team, broader staff, and external contacts
- Successful experience in leading a finance and operations team
- Strong internal service orientation
- Excitement about and a commitment to the mission of the Foundation
- Highest level of personal and professional integrity
- Excellent judgment and discretion
- Strong work ethic
The selected candidate will also likely have:

- Ability to anticipate risks and to “see around the corner”
- Experience with integrated grants and accounting systems
- Nonprofit or foundation experience

**Start Timeframe**
We seek to have someone in place by early Q1 2021.

**Compensation**
This position offers a competitive salary, and the foundation provides excellent benefits. We actively welcome all candidates from a wide range of backgrounds who have the skills to join and help lead this dynamic philanthropic institution – 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 Vincent Robinson, Managing Partner 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).