

**NORTH CAROLINA  
COMMUNITY FOUNDATION**



The North Carolina Community Foundation brings together generous people and connects them to causes and organizations they care about, with a focus on inspiring lasting and meaningful philanthropy in the state's rural communities.

With \$400 million in assets, NCCF sustains over 1,200 endowments and partners with donors and a network of affiliates in 60 counties to strengthen our state. By stewarding and growing donors' gifts, NCCF makes a powerful impact through a robust grants and scholarships program, awarding over \$270 million since 1988.

**We are currently seeking a qualified candidate with a strong business, financial and people leadership background to fill the role of Business Director & Controller.**

**Summary:**

The Business Director & Controller (BDC) partners with the Chief Financial & Administrative Officer (CFAO) to provide leadership and oversight across all business and administrative functions and activities. The BDC will oversee accounting and bookkeeping specific to the foundation's operations, including oversight of accounts payable and payroll.

This role is responsible for ensuring operational excellence, robust compliance, and prudent asset management for the foundation. The Business Director & Controller embraces and models values of diversity, equity, inclusion and belonging across all NCCF operations as we advance our mission.

This position will serve as a member of the NCCF leadership team and will supervise Accounting and Operations team members. This role will work closely with the Director of Finance and CFAO on a variety of financial, investing, accounting matters, and foundation policy matters. As appropriate, this role will lead finance and administration efforts with inter-departmental leadership and project teams to ensure the effective and efficient operations of NCCF.

## Core responsibilities include:

- **Reporting & Compliance:** Oversees all external reporting activities to ensure adherence to regulatory requirements.
  - Along with CFAO, is a primary reviewer of information and drafts prepared by the Director of Finance during the external audit and 990 tax return preparation.
  - Studies, analyzes, and reports on trends, opportunities for foundation growth through efficiency and technology.
  - Stays current on innovative approaches to financial transactions, industry trends, workflow of staff and opportunities for cost/and or time-saving methodologies.
  - Works with the CFAO and other senior managers to prepare and administer the overall budget for the Foundation.
  
- **Enterprise Risk Management & Policy Oversight:** Leads the development, implementation, and enforcement of internal controls and policies to mitigate risks.
  - Serves as resource to CFAO and senior leadership for policy matters for operations and component fund administration.
  - Leads and conducts efforts to document controls and processes crucial to data and asset protection.
  - Proactively identifies and assesses potential risks across all departments and operations.
  - Actively reviews and approves material ledger transactions and reconciliations to ensure proper separation of duties. Help drive efficiency in the monthly close process.
  - Assists CFAO in evaluation of technical oversight related to charitable specific matters stemming from IRS regulations and rules for 501(c)3 public charities and other Community Foundation specific activities such as fiscal sponsorship arrangements and supporting orgs.
  
- **Vendor Management:** Manages contracts and key relationships with major IT, HR, and insurance vendors.
  - Negotiates contracts as needed for Facilities, IT, Human Resources, and other services utilized during routine operations.
  - Oversees and enforces established guidelines, policies, and procedures critical to conducting daily affairs and administration of NCCF offices.
  - Work with VP of People & Culture to budget, design, and secure compensation and benefit programs, including primary oversight for foundation's retirement plan administration.

- **Operational Efficiency:** Leads or co-leads facilities management, operating accounting and budgeting, financial process design, and treasury management to optimize efficiency.
- **Process Improvement:** Champions cross-functional initiatives to drive continuous improvement in finance and administrative processes, ensuring accurate and timely financial results for internal and external stakeholders.

### **Qualifications:**

#### Education:

- Bachelor's degree in accounting, business, or finance.
- Certification as a Public Accountant is preferred.

#### Experience:

- Minimum of 8 years of relevant experience in non-profit or foundation accounting environment. Endowment and investment management experience is preferred.
- Demonstrated skills and track record in management, process improvement, planning, staff supervision and professional development. Successful experience of leading and managing high performing teams.

### **The ideal candidate will exhibit:**

- Excellent leadership skills with the ability to make well-reasoned decisions as part of team and in the best interest of the organization for the present and future.
- Demonstrated management skills, able to inspire and motivate team members.
- Exhibited professionalism, stewardship, and integrity.
- Experience driving collaborative, cross functional process improvement and quality assurance efforts.
- Effective interpersonal, verbal, and written communication skills.
- Excellent organizational skills and attention to detail; ability to prioritize work effectively and adjust to multiple demands.
- Experience in creating project budgets and timelines.
- Ability to work independently, take initiative, participate as an effective team member, and follow tasks through to completion.
- Demonstrated ability to adapt to meet the demands of a dynamic culture and organization that continues to operate with increasing sophistication.
- Focus on internal and external customer service excellence.
- Experience, working knowledge of accounting systems typically used by non-profits.
- Ability to apply analytical thinking to diagnose issues using a systemic and methodical approach.

We offer a comprehensive benefits package and the opportunity to work with a committed, engaged team. The hiring range for this position is \$125,000 to \$135,000, depending upon qualifications and experience. NCCF is an equal opportunity employer.

Are you the ideal candidate? Please email cover letter and resumé to [recruiter@nccommunityfoundation.org](mailto:recruiter@nccommunityfoundation.org). Deadline for submittal is September 30, 2024. No phone calls, please.