



San Antonio Area Foundation

Where Giving and Community Connect

...helping donors achieve their charitable goals for the greater benefit of the community.



DEPARTMENT Finance	TITLE: Chief Financial Officer	REPORTS TO: President and Chief Operating Officer
DATE REVISED: 6/12/2017	DATE EFFECTIVE: 6/12/17	EXEMPT or NON-EXEMPT? Exempt

ABOUT THE FOUNDATION: Established in 1964, the San Antonio Area Foundation encourages local philanthropy by supporting the growth of permanent charitable endowments for the betterment of its 14-county region (note: Santikos serves eight counties). The Area Foundation is one of the largest charitable foundations in the region with assets of nearly \$900 million. It awarded more than \$50.1 million in grants last year to nonprofit organizations and since its inception has invested more than \$358 million in the community. The Area Foundation serves as the steward of charitable legacies for individuals, families and businesses through the administration of nearly 900 component funds. The Area Foundation also serves as a civic leader, convener and sponsor of special initiatives designed to strengthen local nonprofits and address the community’s most pressing challenges.

Our core values are: Community, Integrity, Passion, and Excellence.

SUMMARY OF RESPONSIBILITIES

The Chief Financial Officer (CFO) has executive responsibility for the Foundation’s accounting (treasury), financial management, budgeting, audit, tax, investment, and general operations. The CFO supports the Foundation’s mission by providing and supporting excellent service to internal and external constituents, with a focus on efficiency and excellence through diligent management of operational processes and procedures. The CFO is a strategic financial leader who serves as a key member of the Foundation’s senior leadership team.

COMPETENCIES/SKILLS

“The requirements listed below are representative of the knowledge, skill and/or ability required

- **Must adhere to Core Values: Community, Integrity, Passion, and Excellence.**
- Deep interest in and commitment to philanthropy and the work of the Foundation, with a demonstrated commitment to the Foundation’s geographic reach, its people and their concerns.
- Excellent interpersonal, verbal, listening and written communication skills and problem-solving abilities. Highly motivated and self-confident, with the ability to work independently while participating as an effective member of interdisciplinary teams.
- Excellent organizational skills and attention to detail. Ability to prioritize, work effectively, adjust to multiple demands, and follow tasks through to completion.
- Proficiency with computer technology and its use in communication, information gathering and management; extensive experience with MS Office as well as Excel or comparable software; experience with nonprofit Blackbaud Financial Edge and related software a plus.
- These duties require a solutions-oriented individual who can prioritize and multi-task while exercising good judgment, and maintaining a high level of customer service among stakeholders and Foundation Board members while working collaboratively with Foundation staff members.

QUALIFICATIONS

- A minimum of 10-15 years of relevant experience, preferably in a nonprofit or foundation environment, with a proven track record in the areas of planning, financial management and operational oversight. Thorough knowledge of GAAP and FASB topics as these apply to nonprofits and familiarity with nonprofit endowment accounting and management.
- Bachelor's degree in finance, accounting or related field. A CPA certification is required. This position requires a high level of financial and analytical skills and an extensive knowledge of financial policies, practices and investment and treasury systems.
- At least 10 years of managerial experience in leading a team and mentoring /coaching staff.

TASKS/FUNCTIONS

Financial Management:

- Oversee accounting and financial reporting for the San Antonio Area Foundation.
- Develop the annual budget and monitor performance throughout the fiscal year.
- Develop, implement and maintain effective accounting policies and internal controls.
- Provide timely, accurate, informative and user-friendly financial information, analysis and projections as needed for the Foundation's Board, staff and fund holders/donors/supporting organizations.

Philanthropic Services (Grants Management and Gift Processing):

- Provide proactive, creative, cross-functional thinking and ideas to enhance philanthropic services provided to donors, grantees and other Foundation stakeholders.
- Ensure a timely and accurate disbursement process for grants in accordance with the Foundation's policies and relevant legal and best practice standards.
- Manage processes for assuring prompt recording and acknowledgment of charitable gifts received by the Foundation in collaboration with Development department.
- Support operational processes for fund establishment and valuation/disposition of non-cash gifts, production of timely donor statements and other externally-facing financial activities.

Investment Management:

- Responsible, along with the President/COO and the Finance Committee and in consultation with the Foundation's investment consultant, for investment strategy, asset allocation, manager selection and evaluation of all the Foundation's investments.
- Serve as the primary intermediary and liaison for the Foundation's investment consultant and managers of the Foundation's investment pool.
- Manages financial and investment transactions to maintain cash flows and rebalance investment portfolios as appropriate in consultation with the Foundation's investment consultant. Reviews balances of investment, bank and brokerage accounts regularly. Provides regular reports to Investment Committee, senior leadership team and staff regarding investment matters.
- Coordinate management and reporting for separately managed investment funds held outside the Foundation's investment pool with the Development department.

Human Resources:

- Supervise, train, coach and mentor all Finance Department staff and interns.
- Aligns to the Foundation's human resources programs and policies to attract and retain a motivated, high quality, diverse and mission-driven workforce, including: employee benefits and payroll; recruiting and staffing; performance assessment; organization development; and regulatory compliance.

Compliance and Risk Management:

- Ensure timely and efficient preparation of annual audited financial statements, 990 tax returns, and relevant Federal filings and industry standards.
- Oversee compliance matters relating to federal, state and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofit public charities and those specific to community foundations.
- Oversee the risk management function and insurance coverages.

Information Technology: Assess Foundation technology needs in coordination with other staff and consultants, identify proposed solutions and manage implementation of selected technology as appropriate.

Institutional Leadership: Maintain strong working relationships with Foundation colleagues, donors, Board members, community groups, grantees and organizations within the philanthropic field.

Board of Directors: Serves as primary staff for the Foundation's Finance, Investment and Audits Committees, while providing staff support to other committees of the Board of Directors as needed. Coordinate and attend Audit, Investment and Finance Committee meetings; attend all other meetings of the Foundation's Board and its committees, as needed.

TIME REQUIREMENT: This is a full-time, exempt position based in San Antonio, requiring 40 hours per week plus occasional early and late hours for meetings onsite and offsite. Work hours are 8 a.m. to 5 p.m.

General: Other duties as assigned from time to time.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

BENEFITS: Current employee benefits include individual health insurance, vacation and sick days, 9 paid holidays, term life insurance, disability insurance, free parking, 403 (B) and SEP retirement savings program with employer contribution, optional flex spending accounts for medical and dependent care expenses.

SALARY: Salary is dependent upon experience. Please include your salary history and requirements along with your materials.

HOW TO APPLY: Please submit a letter of interest and a resume, which must include salary history and requirements, to Aburns@saadn.org. Applications will be accepted until the position is filled. The San Antonio Area Foundation is an equal opportunity employer.

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