

Job Description: Director of Finance

Supervised by: President and CEO
Status: Full-time, exempt, salaried

About Chicago Foundation for Women

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic, and health equity. CFW envisions a world in which all women and girls, transgender, and gender nonbinary people have the opportunity to thrive in safe, just, and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of the community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded over \$45 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security, and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women (CFW) is committed to becoming an anti-racist institution. The Foundation is in the midst of change, from an institution that accepts racial and identity differences to one that excites these differences as powerful tools for systemic, anti-racist change. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation's way of being is one that wields a shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

About the Director of Finance Position

The Director of Finance Position is responsible for ensuring the stability of the organization's finances. The Director of Finance will assess financial markets and identify solutions to any issues that may arise. The position will have oversight for the organization's financial system and prepare reports for senior management to inform important decisions regarding budgets and drive the financial planning of the organization by analyzing its performance and risks, and serve as a strategic advisor to the President/CEO and senior management. The job responsibilities include budget development, accounting, billing, reconciling, forecasting and strategic planning. The Director of Finance will oversee all fiscal reporting within the foundation, as well as current and future investment activity. They will create financial outlook reports and ensure foundation funds are managed and sufficient for all programs. They will oversee the preparation and distribution of periodic financial statements and key performance

metrics for internal and external use. The Director of Finance coordinates with various teams and performs complex analysis and report preparation to summarize financial data.

The Director of Finance will identify the key performance benchmarks and implement a dashboard report for senior management. This individual will oversee maintenance of the dashboard and ensure the integrity of all the data. They will also design and manage report preparation as needed, e.g., by fund and initiative, to provide senior management with the information needed to maximize the impact of the foundation. This position will select and manage a bookkeeper to join the finance team.

The Director of Finance will be involved in all aspects of the planning cycle, developing, and maintaining budgets, preparing forecast models, analyzing projections, and guiding changes. This position will also ensure compliance to all reporting requirements and manage all audit activity.

Position Breakdowns:

Financial Management and Reporting (60%)

- Direct the reporting and interpretation of all financial statements, including income statements, balance sheets, cash flow and government reporting.
- Oversee preparation of annual budgets and administer forecasts for monthly financial statement reports.
- Develop strategic long-range plan for CFW.
- Identify key metrics and utilize existing reporting system to provide dashboards to senior management.
- Develop and maintain forecast models for CFW's revenue and expenses.
- Analyze results to verify accuracy and discern trends as well as offer input to help senior management make financial decisions.
- Develop and safeguard all supporting documents for financial reports and ensure compliance with all reporting requirements.
- Develop and maintain internal financial controls for integration of closing process and financial activities.
- Provide strategic and/or financial decision support to senior management.
- Identify opportunities to improve efficiency of processes, streamline input, use and presentation of data.
- Manage day-to-day finance and accounting operations including general ledger, accounts payable and receivable, fixed assets, credit card expense reporting, payroll processing, monthly reconciliation, and monthly and year-end close.
- Responsible for grants and contracts management, including designing program budgets for proposals and business plans, negotiating contracts and awards, forecasting spending and providing decision support to program management, and ensuring compliance with donor and contractor requirements.
- Oversee investment portfolio and cash management and policies for the Foundation as allowable under federal and state laws and regulations.

Leadership (30%)

- Manage the Finance Department. Oversee the relationship with the Board's Finance Committee.
- Work closely and collaboratively with the President/CEO, CFW's board, and other executives to coordinate planning and establish priorities for the future.
- Participate in Board (committee) meetings, communicate with the treasurer of the board / Finance Committee chairman, prepare and present financial, audit, and budget reports to the Board.
- Establish a culture of collaboration and service within the Finance team and with all other teams.
- Partner with CFW senior management to provide numbers-driven insights that lead to real change and value creation.
- Create a culture of transparency and accountability.
- Demonstrate an understanding of, and strong commitment to anti-racism and DEI efforts, and supporting marginalized genders and communities.

Technology (10%)

- Review and evaluate financial reporting systems.
- Ensure integrity of financial reporting systems.
- Maximize the capability of financial reporting systems.
- Design reports and metrics from reporting system to be pushed out to senior management.
- Obtain additional training on financial reporting software to improve utilization.

Other

- Attend and actively participate in required educational programs and departmental and staff meetings.
- Protect CFW's value by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Represent CFW internally, and externally at events, symposia, conferences, workshops, etc.
- Perform other duties as assigned by supervisor.

Work Environment:

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required, and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, video conferencing services, scanners, and filing cabinets. Occasional lifting of up to 25 lbs.
- Travel between the main office and other locations may be required.
- This position requires attendance during business hours from 9:00am to 5:00pm, Monday through Friday with 2 remote work days.

- Occasional night and weekend hours are required.
- Workplace is a smoke and drug-free environment.
- CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

Qualifications:

- Bachelor's degree in accounting, finance or related field required; CPA preferred; MBA preferred.
- Five years of management experience in financial accounting, budgeting and reporting.
- Demonstrated experience tracking and reporting charitable contributions, donor advised funds, endowments and other legal, tax and investment aspects of tax-exempt organizations.
- Minimum of three (3) years in philanthropic and/or non-profit experience.
- Excellent management and supervisory skills.
- Proven track record to distill information and create clear reports and dashboards with critical data highlighted.
- Strong analytic and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Strong written and oral communication and interpersonal skills.
- Experience with Microsoft programs, including Excel, Word and PowerPoint.
- Proficient in database and accounting computer systems in general; experience with Fund EZ, Raiser's Edge, and Foundant preferred.

Compensation:

CFW offers a competitive compensation package for all positions. Comprehensive benefits package includes: medical, dental, vision, life, short and long-term insurance, long-term care insurance, 403 (b) plan with an employer nonelective contribution, vacation, paid leave, and sabbatical policies. The salary will be commensurate with candidate experience, the salary range is \$100,000-\$115,000.

Application Process:

Interested applicants should email a cover letter articulating how their skills and experience meet the responsibilities noted above with a resume to careers@cfw.org.

- Subject line should read: *Your Name + Director of Finance*
- No phone calls, please

CFW seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.