

Chief Financial and Investment Officer
FJC: A Foundation of Philanthropic Funds
New York, New York

Background

FJC is a public charity which offers a diverse menu of philanthropic services to a range of stakeholders. Its mission is to increase and maximize the impact of charitable dollars, create innovative and customized philanthropic solutions, and respond effectively to the needs and interests of donors, charitable agencies, borrowers, as well as investment and wealth advisors. As the premier foundation of donor advised funds, FJC continually pioneers better ways of giving.

FJC has over \$250 million in assets and has distributed over \$400 million in grants to charities around the world. In addition to grantmaking, FJC offers its clients a unique investment in its Agency Loan Fund, which has advanced over \$280 million in loans to 200 non-profit organizations globally. Individuals and corporations have established over 1,000 FJC Philanthropic Funds.

FJC's top priority is responding to and assisting donors in achieving their philanthropic goals in creative ways. FJC is proud to leverage charitable resources to support qualified charities, provide fiscal sponsorships, as well as offer collective giving opportunities and customized investment options.

For more information, please visit www.fjc.org

POSITION SUMMARY

FJC seeks a creative and versatile Chief Financial & Investment Officer (CFO) to be reporting to the Chief Executive Officer (CEO). This exciting position is ideal for an ambitious and knowledgeable CFO capable of adhering to FJC's overall financial strategy consistent with FJC's mission and continuously monitoring the application of FJC's financial policies and procedures.

The CFO provides hands-on, detail-oriented, leadership, management, training and direction to the accounting, finance, and investment staff of FJC including all financial and accounting operations, policies and procedures, reporting systems, annual audit, tax returns, and internal financial statements. Along with the Chief Operating Officer (COO), the CFO will be part of FJC's core leadership team that will advise the CEO in charting the organization's strategic direction as it seeks to grow, bring new donors onto its platform, and extend its reach and impact.

ESSENTIAL FUNCTIONS OF THE POSITION

Financial Management:

- Oversee audit and tax preparation (including IRS Form 990, NYS CHAR500, etc.
- Formulate and implement accounting policies and practices in conformance with all relevant law, FASB and IRS regulations.
- Prepare and conduct thorough analytical review of monthly financial statements, all bank, loan and investment reconciliations, all general ledger activity, and final review of quarterly Board packages.

- Present the Board package to the Board explaining all variances, new accounting concerns and controls.
- Develop, monitor and improve internal accounting controls; including preparation of monthly journal entries and analysis and reconciliation of full general ledger. Investigate and rectify discrepancies.
- Provide timely financial information and analysis for major organization decisions.
- Act as primary staff liaison to Auditors, Investment and Audit Committees.
- Develop and produce financial metrics for Board and marketing purposes.

Investment Oversight:

- Manage relationships with financial and investment service providers including review of performance and appropriate timely due diligence.
- Oversee management of financial assets and investment policy under the guidance of the Investment Committee.
- Responsible for overseeing the rebalancing of investment assets and FJC's Agency Loan Program.
- Review/vetting of alternative investments, non-publicly traded securities and gifts of property.

Operations:

- Oversee payroll (employee benefits), purchasing, cash receipts and disbursement functions of FJC.
- Strive for continuous improvement in organizational performance, risk management, effective use of financial resources, for the effectiveness and efficiency of the organization.
- Oversee the calculation and posting of the quarterly fund administrative fees.
- Oversee the issuance of the quarterly donor statements.
- Maintain general ledger and donor fund software.

Management:

- Directly supervise Finance and Accounting staff and responsible for their annual performance and compensation evaluations.
- Manage fiscal operations including general accounting, payroll, accounts payable, accounts receivable, purchasing, insurance and bank reconciliations.
- Assist the Chief Operating Officer (COO) with respect to personnel administration, including compliance with government regulations, and FJC policies, hiring and termination procedures, employee benefits administration, and maintenance of personnel files.
- Provide leadership in strengthening internal communication with staff and the Board of Directors; promote a positive and supportive work environment.
- Leverage the strengths of the current Finance and Accounting team, providing training, development and supervision in order to maximize and reach optimal individual and organizational goals.

EDUCATION AND EXPERIENCE:

- Eight to ten years (minimum) increasingly responsible experience in accounting and financial matters.

- Demonstrated successful experience in all aspects of accounting, audit, finance, tax compliance, systems implementation and investment management.
- CPA required.
- Knowledge of Quickbooks and Microsoft Office.

SPECIAL QUALIFICATIONS:

- Experience in not-for-profit financial accounting strongly preferred.
- Experience in preparation of Forms 990 and CHAR500.
- Experience with oversight of investment functions and external investment managers strongly preferred.
- Experience working with outside auditors and financial institutions.
- Effective communicator, both verbal and written, with a wide range of stakeholders, including staff, board members, donors and outside service providers.
- Experienced supervisor with demonstrated ability to select, develop, motivate, mentor and retain high performing staff.
- Excellent financial, project management and analytical skills and attention to detail.
- Familiarity with impact investing, social enterprises and the nonprofit sector a plus.
- Strong work ethic and a positive attitude.
- Highly organized and able to meet deadlines.
- Experience with donor advised funds a plus.

Note:

Due to the nature of FJC's work, candidates must successfully pass background and credit checks and are required to sign and strictly adhere to FJC's confidentiality and personnel policies. FJC seeks individuals having an utmost commitment to accuracy and willing to put in the hours necessary to get the job done. FJC works with a diverse community of clients, donors, borrowers, staff and other constituents. All staff must be able to engage with people of different ages, cultural backgrounds, and socio-economic backgrounds.

Please send resume and cover letter to jobs@fjc.org, subject line "Application for CFO Position – [Your Name]". No phone calls, please.