



## Job Description

**The Giving Back Fund is hiring a Chief Financial Officer/Chief of Staff**

### Organization

The Giving Back Fund (GBF) is a national nonprofit organization devoted to improving lives by expanding the number of people and the amount of resources dedicated to Giving.

We do this by providing philanthropic consulting, management and administrative services while operating as a flexible, convenient vehicle for establishing individual foundations and fiscally sponsored projects under a governance structure like that of a community foundation. We offer high-level expertise and professional services, and carefully targeted giving opportunities.

### Position

Reporting to the President and serving as a key member of the senior management team, the Chief Financial Officer/Chief of Staff will be responsible for the development of the Giving Back Fund's financial management strategy and will lead the development of our human capital (HR/recruiting, mentoring, career progression). The CFO/Chief of Staff will also partner closely with the President to chart GBF's future growth and strategic response to an ever-increasing demand for our services.

### Responsibilities

#### Operations

- Implement a non-profit-appropriate system of policies, internal controls, accounting standards, and procedures
- Plan, coordinate, and execute the annual budget process
- Develop internal management reporting capabilities
- Improve administrative and operational accounting services such as treasury management, 403-B plan, grants payment processing, payroll, accounts payable, and purchasing
- Represent the organization externally, as necessary, particularly in banking and financial negotiations

#### Team Development/Leadership

- Structure and lead teams to deliver outstanding client work
- Ensure staff members receive timely and appropriate training and development
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality

## **Firm Building**

- Partner with the President in essential internal firm leadership activities (human resources, administration, and organizational planning)
- Identify best practices and improve internal systems with an eye toward future needs and budget realities
- Mentoring, coaching; visible, approachable sounding board/resource

## **Qualifications**

- 15+ distinguished years in senior management of nonprofit organizations or foundations
- Highly intelligent, advanced/MBA degree from a leading university
- Track record delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication and interpersonal skills are essential
- Passionate about Giving Back Fund's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Transparent, direct, with substance
- Self-starter, self disciplined
- Spark, imagination, creativity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitation

## **Learn More**

To learn more about The Giving Back Fund, our Team and our Clients, visit our website at <http://thegivingbackfund.org/>.

## **How to Apply**

Qualified candidates should send a resume and cover letter to [info@galvanizepartners.com](mailto:info@galvanizepartners.com).

No phone inquiries, please.