



POSITION ANNOUNCEMENT: CHIEF FINANCIAL OFFICER

Job Title: Chief Financial Officer
Reports to: President
Team: Senior Management Team
Status: 100% time, exempt

ORGANIZATION BACKGROUND

From 1980, when we made our first two grants of \$500, to 2016, when our total annual grantmaking exceeded \$3.5 million, Horizons Foundation has fueled and helped to shape the history of the LGBTQ community in the Bay Area and beyond. Over 37 years, we have provided early and consistent support to the most marginalized and underserved sectors of our community, including LGBTQ communities of color and youth, as well as the elderly, transgender people, and women. All the while, the Foundation has remained true to its core commitment: to be a community philanthropic institution that is of, by, and for the LGBTQ community, both today and tomorrow, and for future generations.

This is a pivotal moment for Horizons Foundation. We have expanded our annual grantmaking significantly; become the center of the national GiveOUT Day; grown our Donor-Advised Funds program to more than 115 funds totaling more than \$13 million; and are home to a rapidly growing \$10 million endowment fund for the future of the LGBTQ community. In addition, we recently exceeded our most ambitious goal ever by raising over \$3.7 million for our Now and Forever Campaign. This success enables us to make key strategic investments in infrastructure and staffing to help ensure that by 2020 we will reach another goal – to secure at least \$100 million in future legacy commitments that will safeguard the strength and health of the LGBTQ community for future generations.

POSITION SUMMARY

Critical to the foundation's success will be a staff team with the passion, skills, and commitment to make this audacious vision for our community's future come true. Anticipating the departure later this year of its long-time Chief Financial Officer, Horizons is now looking for its next CFO.

This position functions as a core participant in the foundation's leadership and its senior management team. The new CFO will report directly to the foundation's president and serve as the staff lead for the finance, audit, and investment committees of Horizons' board of directors.

The CFO is supported by an 80% time, experienced accounting assistant.

KEY AREAS OF FOCUS

Strategy Formulation and Development

Together with the foundation's president and other senior staff, the VP of Finance and Operations participates actively in the development, execution, and monitoring of Horizons Foundation's annual and longer-range strategic activities. Specific responsibilities include:

- Participate as an active member of senior management team in guiding Horizons' ongoing activities

- Play a central role in ongoing strategic planning, forecasting, and execution
- Lead financial analysis and projections as needed to inform strategic decisions

Finance

The CFO ensures excellent financial management at every level of the foundation. Specific duties include:

- Provide regular reporting and analysis of Horizons' financial condition and performance for the president and board of directors, including cash flow, financial benchmarks and ratios, and long-term financial forecasts
- Oversee all financial aspects of the LGBT Community Endowment Fund and its constituent funds and ensure proper tracking of and reporting on fund values and income
- Ensure the proper tracking, accounting, and reporting of donor-advised and other special funds
- Manage the foundation's investment managers and custodians, and provide staff, support, and analysis to the foundation's Investment Committee
- Prepare and monitor an annual operating budget of \$5.6 million, maintaining appropriate accounting systems and financial controls
- Prepare monthly financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for nonprofits
- Manage financial aspects of donor-advised fund program
- Lead the annual budgeting process and mid-year budget review
- Staff and support the Board of Directors Finance Committee
- Staff and support the Audit Committee
- Coordinate the annual audit and preparation of tax returns
- Supervise the activities of the accounting assistant and ensure proper recording and processing of all revenues and expenses, including preparation of semi-monthly payroll using payroll service
- Develop budgets for grant proposals and generate financial reports for funding sources

Treasury

- Oversee cash management and banking and borrowing relationships
- Staff and Support the Investment Committee
- Work with Investment Committee and fund manager in overseeing endowment and donor-advised fund investment accounts

Human Resources

The CFO ensures that Horizons Foundation is an exemplary place to work and recruits and retains excellent employees.

- Administer human resources functions
- Manage and improve the performance management system as needed
- Ensure compliance with all applicable laws and regulations
- Manage benefits programs including 403(b) retirement plan; health, dental, vision, life insurance and disability programs and policies.
- Periodically review and recommend changes to employee benefits and other human resource policies and practices

Technology

The CFO is charged with lead responsibility for ensuring that Horizons uses technology effectively to further the foundation's mission.

- Lead the development and implementation of overall technology strategy for the foundation, keeping current with technology trends and issues
- Supervise the database administration functions to ensure that both the fund development and grantmaking departments have ready access to accurate data necessary to support their work
- Manage support for the organization's IT systems through the use of an outside consultant

Administration

The CFO ensures that Horizons' office environment is productive, supportive, and welcoming to donors, grantees, volunteers, and staff.

- Oversee day-to-day aspects of foundation administration
- Oversee risk-management activities
- Oversee facilities management and planning (current lease in effect til mid-2019)

OUR IDEAL CANDIDATE WILL BE:

- **Passionate** about Horizons Foundation's mission with a demonstrated commitment to social justice and to the LGBTQ community
- **An experienced lead financial professional** with at least 10 years of progressively responsible experience in nonprofit finance, preferably with experience in foundations and/or organizations with complex finance management responsibilities, as well as experience managing endowments and donor-advised funds
- **A stickler for details and data**, with an absolute commitment to accuracy
- **Technically savvy**, with knowledge of accounting software, Microsoft products, databases in general and Salesforce in particular
- **A team builder and inspiring leader** who is able to work effectively in a diverse workplace; motivate and train volunteers; nurture staff growth, and promote high performance and accountability; and
- **Resourceful and innovative:** bringing an optimistic, can-do, hands-on approach to achieving the most possible with the resources available and responding flexibly as opportunities and events arise.

The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

PHYSICAL REQUIREMENTS

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This is a full-time salaried position. Schedule may vary based on need and could extend at times into the early evening, with some occasional weekend hours and evening meetings (e.g., board meetings). Exact salary will be determined upon hiring, depending on experience, and with a generous benefits package that includes full health coverage, vision and dental coverage, vacation, sick leave, a 403(b) plan retirement plan (with employer match), and the pride of working at a critical community institution.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We encourage and seek qualified candidates of all backgrounds. Horizons does not discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, sexual orientation, marital status, ancestry, disability, veteran status, or any other basis prohibited by law.

APPLICATION PROCESS

Applications will be accepted through September 20, 2017 or until the ideal candidate is identified. **Early submissions are strongly encouraged** and will be reviewed as they are submitted. No phone calls, please.

To apply, please submit your resume and a cover letter outlining your interest, qualifications, and how you learned of the position to Nora Alcala, Administrative Manager at the following email address:

nalcala@horizonsfoundation.org.