PART-TIME DIRECTOR OF FINANCE

POSTED: 10/30/19
APPLICATION DEADLINE: Open until filled, or 5pm on 11/22/2019
REPORTS TO: President
HOURS: 10 hours per week
FLSA STATUS: Exempt
ANNUAL SALARY RANGE: $33,000 - $43,000

CONTEXT
Northwest Health Foundation is seeking a part-time Director of Finance to join our team of spirited and dedicated professionals to support the mission of the foundation. This position is based in Portland, Oregon.

Founded in 1997, Northwest Health Foundation seeks to advance, support and promote the health of the people of Oregon and Southwest Washington. The Foundation’s programs include grantmaking, community outreach activities and policy advocacy.

NWHF is an Equal Opportunity Employer. We are committed to equity and strongly encourage candidates from communities of color, rural, disability, LGBTQ, linguistically diverse populations and the growing diversity of Oregon and Southwest Washington to apply.

SUMMARY
This part-time (.25 FTE) position is responsible for oversight and management of the investment, accounting and financial functions of the Foundation and other administrative areas. It works closely with other senior leaders to drive growth and seek improvements in operational processes.

TYPICAL RESPONSIBILITIES

Organizational Leadership

- Share responsibility for promoting and maintaining a positive organizational culture focused on collaboration.
- Embody an enthusiastic and supportive attitude for the Foundation’s mission.
- Work closely with the President to develop and lead strategic and annual planning processes for finance and its operations.
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- Remain current with 501(c)(4) and 501(c)(3) organization best practices in business, investments and operations and offer recommendations to the President and Finance Committee as appropriate.

**Investment Management:**
- Monitor cash flow needs with the Outsourced Chief Investment Officer and Senior Accountant to ensure liquidity.
- Review quarterly and annual investment reports ensuring investment results are accurately recorded in and reconciled to internal accounting records.
- Work in partnership with the Treasurer to develop meeting agendas and the Outsourced Chief Investment Officer to present investment results and relevant information to the Finance Committee. Provide financial information to the Board quarterly.
- Ensure up-to-date documentation and compliance with the Foundation’s investment policy statement, including socially responsible investment policies and procedures.
- Contribute to the Foundation’s development and monitoring of criteria to evaluate the alignment of the Foundation’s investments with its socially responsible investment policy and participate in the evaluation of the results.

**Financial Management:**
- Create and manage an inclusive annual budget and ongoing re-forecasting process across the organization. Work with management to prepare and administer the Foundation’s annual budgets and other related financial planning reports.
- Present quarterly financial results with a budget to actual variance narrative to the Finance Committee.
- Provide oversight for the accounting and reporting of the Foundation’s financial activity through supervision of the Senior Accountant.
- Manage the external audit or review process and communicate the results to management and the Finance Committee.
- Coordinate preparation of all required tax returns with the Senior Accountant and external Tax Accountant.
- Ensure policies and procedures reflect GAAP and/or current industry practices and regulations.
- Maintain current knowledge of tax and other laws and regulations affecting 501(c)(4) and 501(c)(3) organizations.
- Serve as Trustee of the NW Health Foundation 401(k) plan.
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Human Resources

- Manage all HR functions in coordination with the President which includes the hiring process, termination process, annual performance reviews and compensation related procedures.
- Coordinate the renewal and replacement of benefits as needed.
- Maintain and update employee handbook while recommending appropriate changes to employee policies and procedures.

General Experience & Expectations

- Bachelor’s degree from four-year college or university required; CPA, CFA or Master’s degree (M. A./M.B.A) or equivalent preferred; 7 or more years of accounting and finance experience required with 5 or more years of senior operations leadership experience preferred; or equivalent combination of education and experience
- Good analytical and interpersonal skills preferred
- Works collaboratively in a team environment with a spirit of cooperation
- Respectfully takes direction from CEO
- Possesses a strong work ethic
- Maintains a high degree of integrity and is an honest and forthright individual with an upfront and direct management style

Equity Expectations

- Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity
- Participate in promoting a positive workplace culture of collaboration, innovation and respect
- Ability to establish effective working relationships in a multicultural, multi-ethnic environment
- Engage in equity trainings

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to use a computer and may sit or stand to do so. The noise level in the work environment is usually moderate.
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TO APPLY
Submit a cover letter (1.5 pages max) and résumé (2 pages max) as a PDF via email to employment@northwesthealth.org with “Director of Finance” in the subject line.

Only requested materials responsive to the position requirements will be reviewed. Depending on application volume, personal inquiries might go without reply. Please accept our apologies in advance.

ABOUT THE FOUNDATION
Northwest Health Foundation exists to advance, support and promote the health of the people of Oregon and Southwest Washington. Our foundation has been working since 1997, investing in programs and projects designed to improve the health of the people in Oregon, as well as Clark, Cowlitz, Pacific, Skamania and Wahkiakum counties in Southwest Washington.

Northwest Health Foundation is unique among many foundations. A portion of our resources can be used to advance policies that improve the health of our communities through advocacy, legislative influence, and participation in political campaigns and elections. Many of the organizations we support address the root causes of health through community-driven solutions. NWHF is also actively engaged in advocating for sound policies that protect health.

Northwest Health Foundation believes that the staff and board of an organization should reflect the communities it serves. We also believe our cultural, linguistic and community identities make our organization stronger, smarter and more effective. We are a dynamic staff of seven across a range of identities. Our staff actively participate in our community, including serving on boards, raising families and otherwise working to make our region a better place outside the workday. We are governed by an engaged, thoughtful board of nine directors.

The Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, NWHF ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental and medical disability, veteran status or liability for service in the United States Armed Forces.

More information about Northwest Health Foundation can be found at http://northwesthealth.org/