



FINANCE & ADMINISTRATION OFFICER | JOB POSTING

Camber Foundation is seeking a Finance & Administration Officer to oversee our finance, investment, and business administration activities. This position represents the first of its kind at Camber Foundation, a new, emerging foundation in North Carolina. The Foundation's start-up nature means that all team members must be energized by an opportunity to create and implement new policies and procedures that further the growth of the Foundation. This position is unique in that it spans a breadth of responsibilities; however, the size of the organization and the existing collection of external partners makes this position part-time, averaging 8-10 hours/week, yet still a highly-engaged member of the Camber team.

About Camber Foundation

At Camber Foundation, we know that solutions come from within community, and we are committed to cultivating a philanthropic strategy that reflects this value. The Foundation's resources have roots in Eastern North Carolina, so our investments prioritize the nonprofits, communities, and people of this region of the state. Camber Foundation grants support nonprofit organizations serving community-driven solutions in the areas of Health and Wellness, Education, and Economic Development.

Position Summary

Camber Foundation engages external partners to advise and conduct our financial and business functions, including accounting, investment management, audit services, human resources, employee benefits, and other business functions. **What we need is a qualified individual to provide a focused point of management and responsibility for these functions, to serve as the primary liaison between these partners and Foundation leadership, and to advise related strategy and decision-making.**

As Finance & Administration Officer at Camber Foundation, your role provides financial leadership to support the strategic growth of the Foundation and works closely with the Foundation CEO to ensure good stewardship of finances, investments, and other foundation resources to support Camber's mission and strategic plan. Working alongside our expert external partners, you will develop, implement, and maintain the Foundation's sound finance and business practices such that Camber will continue to grow with strength and security for its leadership, team members, and the communities it serves.

We seek an individual who is interested in integrating seamlessly into the team at Camber, making a professional commitment to the Foundation, and contributing key knowledge and expertise for the good of the cause. Preferred qualifications include leadership-level experience in finance, investments, and/or business administration and experience working in the nonprofit sector and/or the field of philanthropy. The position is based in Raleigh, NC with both remote work and time spent in Foundation office in Raleigh, NC. The position reports to the Foundation President and CEO.

Responsibilities

The following are intended to reflect the primary responsibilities of the position and the qualifications of the ideal candidate, not an exhaustive list. The scope of work may evolve over time and other duties may be assigned as needed.

Finance and Investments

- Lead the financial planning of the Foundation by ongoing evaluation of financial performance, strategic forecasting, assessment of risks, and implementation of proactive mitigation measures.

- Guide the annual budgeting and planning process, working with team members and key external partners to produce a budget that complies with all requirements and supports the development and sustainability of the Foundation's mission.
- Develop, implement, and maintain practices to ensure compliance with financial policies, procedures, internal controls, and IRS regulations and requirements for foundations.
- Work closely with accounting and investment firms to manage financial operations, such as cash flow, charitable and business expenses, regular financial and investment analyses, budget monitoring, external reporting, and preparation of reports for Foundation leadership.
- Plan and facilitate the annual external audit process with our audit firm and respond to noted issues that may arise.
- Oversee the annual preparation and filing of the Foundation's Form 990 by our accounting firm, ensuring compliance and timely filing, as well as other tax reporting requirements.

Business Administration

- Maintain business partner relationships and monitor performance and compliance with agreements.
- Review business contracts and related documents to ensure goal-alignment and mitigation of risk to the Foundation.
- Manage other business holdings and assets of the Foundation to ensure proper care and stewardship.
- Oversee all aspects of risk management, including periodic review of Foundation insurance policies, records management, and general compliance.
- Work with external consultant to ensure that Human Resources policies apply best practices and comply with all local, state, and federal regulations.
- Work with external benefits manager to administer employee benefits and regularly evaluate employee compensation and benefits packages so that Foundation benefits remain competitive, compliant, and financially sound.

General

- Manage relationships with consultants, contractors, vendors, and other resources required to carry out the responsibilities of the position.
- Remain up-to-date on relevant policies, emerging practices and requirements that apply to Foundation finance and business functions.
- Serve as the primary liaison with the Foundation's accounting firm and investment management firm, as well as other related external business partners.
- Serve as staff support to the Board Treasurer and Finance and Investment Committee. Prepare for and present at quarterly committee meetings and quarterly board meetings as requested.
- Identify new and evolving needs to support organizational success.

Required Experience & Qualifications

- An undergraduate degree from an accredited college in Accounting, Finance, Business Administration or a related field.
- 5+ years of relevant professional experience. Leadership experience in a finance or business administration role preferred. Experience in nonprofit, foundation, or similar sectors preferred.
- Considerable knowledge of policies, procedures, internal controls, and other requirements of financial management and internal business functions.
- Strong understanding of and professional experience with:
 - Budgeting and forecasting
 - Oversight of large investment portfolios
 - Tax requirements, preferably for foundations
 - Sound business administration practices and general administrative functions

- Motivation to work effectively within a high-performing team and independently.
- Attention to detail and the ability to see projects through to completion.
- Strong verbal and written communication skills across various audiences, including those with and without similar professional backgrounds.
- Demonstrated ability to build and maintain positive, productive professional relationships with diverse partners and stakeholders.
- Excellent time management skills, timely responsiveness to organization needs, and the ability to prioritize multiple tasks and projects in order to meet goals and deadlines.
- Proven ability to balance consistency along with the flexibility necessary to adapt to the evolving needs of this growing Foundation.
- High-level computer skills with proficiency in Microsoft Office. Experience using accounting software products.

Humility, curiosity, kindness, good humor, and love for North Carolina's people and places are preferred.

Salary Range

For this part-time position, we offer a competitive annualized salary range of \$30,000-\$37,500 (approx. \$72 hourly equivalent), which reflects compensation for an anticipated 8-10 hours per week and is commensurate with experience. This position offers a highly flexible schedule, with minimal schedule requirements based on specific responsibilities (ex. board meetings, team meetings), as well as the opportunity to work within a small, talented, well-resourced, growing team.

Application Process

Qualified candidates may apply only by submitting your résumé and a brief statement of interest via email at careers@camberfoundation.org. Be sure to include "Finance & Administration Officer" in the subject line of your email. No phone calls please. The application deadline is April 15, 2024.

Camber Foundation is an equal opportunity employer and welcomes applications from individuals of all cultures, backgrounds, and experiences. We value diversity among our staff and base employment decisions on individual capabilities and qualifications, without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as defined by law.