



Grand Traverse Regional
COMMUNITY
FOUNDATION

Vice President of Finance and Administration

Position Description

- **Status:** Full-Time (37.5 hours per week), Salaried, Exempt
- **Compensation:** Hiring range is \$105,000 - \$115,000, based on qualifications, experience, and internal equity. The full salary range for the position is \$97,810 to \$132,320.
- **Location:** Hybrid at our Traverse City office with relocation welcome; this position's responsibilities primarily require in-person work with opportunity to work remotely based on workflow demands at various times.
- **Reports to:** President and CEO

About the Community Foundation

The Grand Traverse Regional Community Foundation began in 1992 when a group of community champions came together to give back to our region then, now, and forever. We promote giving, engage in collaborative leadership efforts, support nonprofit organizations through meaningful grants and local students through scholarships, and build endowments that make a lasting impact for generations to come. Our mission is to spark positive change by inspiring generosity, caring for resources, and supporting our communities, now and forever. We envision a region where every person feels connected, supported, and empowered and where our communities have resources and opportunities for everyone.

Position Description

We are seeking a Vice President of Finance and Administration to provide strategic leadership to shape and implement the Community Foundation's financial, administrative, compliance, and operational functions in support of the organization's mission, vision, and strategic plan. The position oversees financial strategy and operations, accounting, human resources administration, risk management, compliance, facilities, and operational systems to ensure organizational effectiveness, operational excellence, and long-term financial sustainability. As a member of the Leadership Team, the Vice President contributes to organization-wide strategy, planning, decision-making, and culture while leading the Finance and Administration Department.

Core Competencies

The ideal candidate for this position will reflect these core competencies:

Financial Acumen	Operational Insight	Collaboration + Partnership
Use financial expertise to inform decisions that align financial resources, risk and opportunity assessment, and long-term sustainability with organizational strategy and impact.	Build systems and processes that enable efficiency, accountability, and compliance, with a focus on continuous improvement.	Build trusted relationships and work collaboratively to advance shared goals across teams, leadership, and the board.
People-Centered Leadership	Integrity + Stewardship	Strategic Mindset
Engage a high-performing team through inclusive and transparent leadership that fosters accountability, trust, and growth.	Demonstrates sound judgement, transparency, and accountability in stewarding financial assets.	Connect decisions and work to broader organizational vision and mission, with an eye to future possibilities and translating them into strategies.

Key Responsibilities

Strategy and Planning

- Participate as an active member of the Leadership Team, contributing to organizational strategy, annual planning, resource allocation, policy development, and cross-functional decision-making.
- Provide overall leadership and oversight for the Finance and Administration Department, including supporting cross-department collaboration and providing staff and board training as needed.
- Lead development and implementation of comprehensive finance and administration strategies that support organizational sustainability and strategic growth and are aligned with strategic plan, goals, and activities.
- Maintain knowledge of trends and best practices in finance and administration and align finance and administration with diversity, equity, and inclusion principles.
- Identify and communicate budget risks, financial trends, and opportunities for strategic growth and improvement of finance and administration activities.

Financial Management

- Oversee all financial operations, including budgeting, cash flow, reserves, financial reporting, accounts payable, internal controls, and compliance with nonprofit accounting standards.
- Lead multi-year and annual budgeting process, including budget performance, forecasting, scenario planning, and quarterly operating budget and financial statement reports.
- Ensure timely and accurate financial reporting including chart of accounts, general ledger, and trial balance maintenance.
- Lead development and implementation of values-aligned organizational investment strategy, including endowed, non-endowed, and impact investing assets.
- Manage bank accounts, investment accounts, and impact investments, including monitoring, reporting, and reconciliations.
- Direct gift acceptance and administration processes, including leading processing of identified gift types, including ACH, wire transfers, and non-cash securities donations.
- Maintain strong internal controls, risk management practices, and operating procedures that safeguard organizational assets, information systems, and financial resources.
- Oversee fund accounting and reporting, including posting earnings, applying administrative fees, and managing annual spending policy process.
- Oversee annual audit, 990, and other annual filings, including preparation of required information and documentation.
- Manage relationships with auditors, financial institutions, and external financial partners.

Human Resources, Office Operations, and Administrative

- Oversee the organization's payroll, tax reporting, regulatory filings, and related financial compliance activities.
- Oversee benefits administration and retirement plan.
- Maintain insurance contracts and coverage and manage legal engagements and filings.
- Oversee office operations, facilities management, office vendor relations, administrative systems, equipment leasing and capital purchases.
- Serve as staff liaison to Board Finance Committee and engage in Executive and Full Board meetings by preparing materials, presenting materials, or facilitating discussion, as requested.
- Maintain accurate records in Community Suite and organizational systems.
- Collaborate to identify, monitor, and provide regular reports on financial/administrative/operational activities and grantmaking-focused metrics.
- Foster a collaborative and inclusive work environment within the Finance and Administration Department.

- Provide financial guidance and support to staff, departments, and leadership regarding budgets, financial management, and organizational policies.

Supervisory Duties

- Provide leadership, coaching, and regular feedback to the Finance and Administration Team to support high performance and professional growth.
- Ensure clear goals, priorities, and expectations are established and aligned with organizational strategy.
- Oversee department workflow and project management, including assigning tasks, monitoring progress, and addressing barriers to success.
- Conduct performance evaluations and guide ongoing development plans.
- Support hiring, onboarding, and training for finance and administration staff and contractors, as needed, and ensure team members have the tools, training, and knowledge needed for success.
- Oversee day-to-day HR tasks such as approving payroll and time off requests in BASIC payroll system and coordinating with the Finance and Administration Team on individual professional development budget use.

Skills and Experience

Required

- 8+ years of leadership experience in finance, accounting, operations, or administration.
- Bachelor's degree in finance, accounting, business administration, or related field, or an equivalent combination of education and relevant experience.
- Demonstrated experience leading teams and developing staff.
- Strong financial management skills in budgeting, forecasting, financial analysis, internal controls, and risk management.
- Knowledge of nonprofit HR compliance, best practices, and policy.
- Ability to build strong relationships across cross-functional teams (i.e. finance, development, communications, and community impact/grantmaking).
- Demonstrated commitment to ethical stewardship, accountability, and confidentiality.
- Ability to work both independently and collaboratively as part of a small team.
- Excellent written, verbal, and interpersonal communication skills.
- Advanced proficiency with Microsoft Excel and financial software (i.e. Quickbooks or similar) and experience with other Microsoft Office products (Word, Outlook, and SharePoint/OneDrive, etc.) or similar products.
- Strong analytical, critical-thinking, and problem-solving skills, with exceptional attention to detail and ability to manage multiple priorities with accuracy and flexibility

- Creative, strategic thinker who is willing to test and evolve approaches and bring forward new ideas.
- Commitment to diversity, equity, and inclusion practices.
- Living within or resident of Antrim, Benzie, Grand Traverse, Kalkaska, or Leelanau Counties; relocation welcome, with temporary remote work possible.

Preferred

- Community foundation, nonprofit, or philanthropic sector experience.
- Fund accounting and endowment management experience.
- Experience overseeing investments and working with investment advisors.
- Experience with Foundant Community Suite or a comparable community foundation or financial and donor management system.
- Experience overseeing payroll, HRIS, and employee administration systems
- Experience supporting governance bodies such as boards, committees, or advisory groups.

Benefits and Workplace

- All employees of the Foundation are employed on an at-will basis.
- Office hours are generally 8:30 am – 5:00 pm with occasional out-of-hours work for events.
- If the candidate is moving from outside of the five-county region, a relocation stipend of \$1,000 will be offered.
- Paid time off includes: 12 paid holidays, three weeks (112.5 hours) of paid vacation annually, two weeks (75 hours) of sick time annually, paid parent leave, and paid time off on Friday afternoons from Memorial through Labor Day.
- Benefits include Health Insurance Plan (including vision and dental) through Blue Cross Blue Shield that is cost-shared; employer paid Short-term Disability, Long-term Disability, and Life Insurance; 403(b) Defined Contribution Retirement Plan with a Foundation contribution of 8% of the employee's salary (no match required); individual professional development budget.
- For more information on compensation, benefits, and workplace policies, please see our [full Personnel Guidelines](#).

How to Apply

- [Complete an online application](#) form by Thursday, October 22 at 11:59 pm. The application will ask for a resume and your relevant skills and experiences (via checkboxes). Following the initial resume and application review, candidates may be asked to complete additional assessment questions, including:
 - Why are you interested in serving in a financial leadership role at a community foundation?

- Please describe a time when you were able to connect finance-related decisions and work to a broader organizational vision and mission.
 - Please describe a time you encountered a budgeting challenge that could have impacted the organization's financial health. How did you assess the situation, develop a solution, and gain buy-in from leadership?
 - Tell us about your experience overseeing investment portfolios or endowment funds.
 - Tell us about a time when you helped improve the performance of a team or individual employee. What was the situation, your actions, and the result?
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The Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, height, weight, age, physical or mental ability, pregnancy, veteran status, military obligations, familial status, marital status, and source of income. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.

Black, Indigenous, and people of color, immigrants, women, LGBTQ+, and people with disabilities are strongly encouraged to apply.

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the essential functions of the position and participate in the application and selection process.