



## **The Oregon Community Foundation**

### **Chief Financial/Chief Operations Officer**

**Portland, Oregon**

**Position Profile**

#### The Opportunity

The Oregon Community Foundation's Chief Financial and Operations Officer (CFO/COO) is OCF's principal financial and operations officer and will report to the Chief Executive Officer and President. They serve as OCF's internal resource for strategy development as a member of the executive team and oversee finance, investments, human resources, marketing and communications, information technology, administration and facilities management. OCF seeks an experienced, service-oriented leader who will closely guide financial strategy and investment activities as well as provide oversight of administration, IT, facilities, Marketing and Communications, and People and Culture. Under the broad goal of supporting a culture of learning and collaboration, the organization specifically commits to advancing equity, diversity and inclusion through programs and initiatives. To be successful, the incoming CFO/COO must champion a supportive, adaptable, productive workplace culture that values talented staff. Additionally, the CFO/COO will lead strategy to support OCF's full scope of programs, services, and communications, thus improving statewide accessibility. By providing inspired leadership, planning and analysis, this newly-defined role will enable OCF to more deeply reflect the broad communities it serves and to build capacity to meet Oregon's evolving needs.

## The Organization

The Oregon Community Foundation (OCF) is the largest charitable foundation in Oregon and the nation's seventh largest community foundation by asset size. It serves diverse urban and rural families, businesses and organizations to support community causes. Funds are established through gifts and bequests of varied sizes. OCF makes grants or other distributions from the funds to other qualified charitable organizations principally in the state of Oregon. With a staff of about 100 employees, OCF currently manages over 2,000 charitable funds with total assets of over \$2.3 billion and makes annual awards of over \$100 million in grants and scholarships. In 2018 the foundation received over \$196 million in new gifts to expand philanthropy in Oregon. The foundation maintains its headquarters in Portland with regional offices in Bend, Eugene, Salem and Medford, Oregon.

Since 1973 The Oregon Community Foundation has pursued a mission to improve life for all Oregonians through the power of philanthropy. OCF's work rests on some basic principles: wise stewardship of funds entrusted by donors; work collaboratively with community to address common needs and aspirations; prioritize initiatives that create substantive change and attempt to resolve problems at their source; advance equity, diversity and inclusion in all its work with a commitment to research and evaluating programs and initiatives. OCF will continue to build upon its strengths and continues to experiment and learn. It responds to evolving, community-identified needs through broadly accessible grant and scholarship programs. OCF leads sustainable, positive change for Oregon through strategic investments and partnerships. It carefully plans programs, measures results, and communicates outcomes and lessons learned. Finally, OCF actively promotes public policy that furthers improving outcomes for Oregonians. Through its priorities, it advances equity, diversity and inclusion.

As OCF celebrates its 45th anniversary, its CFO/COO plays a central role in the management of assets, accounting and fund management, and executive leadership of the foundation's operations. The CFO/COO is responsible for ensuring prudent investment of OCF's endowment for perpetual support of Oregon's communities and people. They work closely with OCF's Investment Committee and board of directors. They help to lead OCF's emerging strategy in nontraditional areas of investment activity including the Oregon Impact Fund and OCF's local economic vitality initiatives. The successful oversight of investment performance and endowment growth is central to OCF's capacity for philanthropic leadership in the state. Internally, the CFO/COO supervises and mentors a 12-member highly skilled financial and fund services staff, an operations staff of 6, and supervises the VP of People and Culture and VP of Marketing and Communications. The CFO/COO participates as a collaborative colleague in OCF's executive management team of seven members. To learn more about the Foundation, please visit <http://www.oregoncf.org>.

## The Position

As a key member of OCF's executive team, the CFO/COO will provide leadership, management and vision in the following areas:

### *Executive Leadership*

- Collaborate with OCF's Chief Executive Officer/President and executive team to steward resources at OCF; provide the internal structure and leadership that allows the CEO/President to maintain OCF's external face; emphasis will be on refining priorities, ensuring viable planning, and aligning the organizational resources to meet agreed upon goals
- Ensure operational staffing and technological adaptation to remain efficient and effective
- Provide leadership and guidance to a strong senior management team to ensure the effective operation of the organization, and the appropriate alignment of operational strategies with the overall mission and available resources
- Use exemplary interpersonal and communication skills to establish relationships of trust and influence; expand and share OCF's cultural vision with staff and stakeholders and deliver excellent service to all who participate in the commitment to philanthropy
- Serve as a member of the executive management team responsible for financial analysis modeling and development and monitoring of annual operating budgets
- Regularly evaluate all aspects of the Foundation's function and proactively bring professional guidance and recommendations to the CEO and Board of Directors in matters related to objectives, policies, and long-term strategic planning
- Continually identify and interpret the Foundation's changing external environment – including the competitive marketplace, the demographics and needs of the community and the positioning of the foundation in the nonprofit sector
- Provide leadership and guidance to strong Finance, Fund Services, Marketing and Communications, Human Resources, IT and Operations teams to ensure the effective operation of the organization and the appropriate alignment of operational strategies with the overall mission and available resources
- Use contemporary management practices to complement and build a healthy organizational culture that emphasizes creating a synergistic team atmosphere

### *Investments*

- Provide professional oversight of OCF's investment managers and custodian to work closely with OCF's Investment Committee to ensure effective administration of OCF's investment program
- Work with OCF's investment consultant to monitor investment performance, ensure compliance with OCF guidelines and report to the Investment Committee and the Board
- Develop and implement new investment vehicles and programs to engage donors to utilize OCF's endowment through place-based equity investments, socially responsible investments and program-related investments
- Stay apprised of new developments and opportunities that relate to investment strategies for foundations
- Ensure proper administration and investment of trusts for which OCF serves as trustee
- Work closely with the Development and Donor Relations departments to ensure that all assets are invested consistent with the terms of individual fund agreements and donor intentions

- Provide proper administration of non-cash assets including life insurance policies, real estate and contracts
- Oversee financial and operational aspects of OCF's retirement plans, including 401(k) and 457(b) plans
- Manage cash and short-term investments
- Oversee investment holdings of OCF's supporting organizations
- Represent OCF's investment program to donors, endowment partners, key stakeholders and the not-for-profit community

### *Information Technology*

- Bring vision and executive management to an IT structure that will increase the overall efficiency and effectiveness of the organization
- Oversee planning, budget, deliverables and timelines to ensure systems selection and implementation match expectations
- Provide executive team leadership on IT issues, goals and decision-making, enabling the team to balance the IT resource needs within the foundation's priorities

### *Administration*

- Take a leadership role in policy development and planning with the President and other department heads
- Work closely with the other department heads to reinforce leadership, collaboration and management success relative to the strategic priorities of OCF
- Oversee staff working with financial management and accounting, including cash and non-cash assets, internal control procedures, gift receipts, grant disbursements, A/P, administration of trusts, supporting organizations and endowment partner programs, administration of OCF's fee structure and spending policy, compliance with state and federal regulations, audit and tax return preparation
- Ensure appropriate insurance coverages for the Foundation and its supporting organizations
- Staff multiple OCF Committees and ensure committee alignment with OCF's governing documents
- Model and instill a service orientation that inspires a professional staff; use strong organizational planning skills to implement comprehensive organization-wide systems that facilitate interdepartmental activities in Portland and the regional offices
- Leads and/or works with outside counsel on all legal/compliance functions for the foundations
- Collaborate to plan Board, staff and other team meetings and retreats, applying the lens of cultural transformation and growth

### Profile of the Successful Candidate

OCF is committed to equity, diversity and inclusion, and seeks to build a diverse workforce to promote effective work in partnership with all communities and population groups in Oregon.

For each of its positions, the foundation seeks to hire staff with relevant experience, skills and aptitude; a commitment to the power of philanthropy and the common good; strong curiosity and the desire to continue learning; a collegial work style; a sense of humor; and the dedication to work hard toward the foundation's mission of promoting philanthropy and improving the quality of life in Oregon. Within this framework, OCF seeks a CFO/COO with the following strengths:

- Master's Degree in business, accounting or related field or equivalent education and experience
- Minimum of ten years senior-level experience demonstrating senior level leadership and management practice, especially within corporate finance and/or accounting departments; philanthropy or non-profit experience a plus
- Strategic vision for short and long-term goals for the Foundation
- Management experience successfully leading a complex organization and the abilities to carry out the planning, directing and administrative responsibilities of the Foundation
- Minimum of five years of experience in the investment or retirement fund/endowment sector, including work with investment consultants, engagement in asset allocation and manager selections and working with legal counsel on matters related to investment manager relationships; an ideal candidate will have experience working with an investment committee and providing members with appropriate information and frameworks for decisions to ensure excellence in endowment stewardship
- Knowledge of diversified investment vehicles
- Demonstrated, extensive knowledge of financial strategy, trends and reports, accounting processes and systems
- Knowledge of generally accepted accounting principles (GAAP) for nonprofit organizations and basic understanding of tax and other state and federal laws pertinent to nonprofit organizations
- CPA and/or CFA certification desirable
- Knowledge of computer systems; experience with network applications and their environments and integrated accounting systems; excellent working knowledge of Windows, MS Excel, MS Word, Internet; and experience working in a network environment with an integrated database
- Model and instill an internal service orientation that inspires an experienced, professional staff, emphasizing collaborative teamwork and nurturing an evolving, healthy culture
- Ability to effectively and persuasively communicate with all levels of the organization and external contacts
- Ability to lead, develop and mentor staff in an inclusive intercultural environment where staff of all backgrounds and abilities can thrive
- Embody cultural values to support OCF's mission: communicate effectively, value one another, demonstrate accountability, embrace possibility, address conflict, take action

- Willingness to travel as needed to OCF's statewide offices and conferences
- Demonstrated exposure or interest in philanthropy and in serving community

Only those who possess the highest level of personal and professional integrity will be considered. Compensation will be competitive and commensurate with the successful candidate's experience; excellent benefits. The Oregon Community Foundation is committed to building a diverse workforce to broaden and deepen its work. We strongly urge candidates from communities of color, rural, disability, LGBTQ+, linguistically diverse populations and the growing diversity of Oregon to apply.

### To Apply

All applications are held in strict confidence. Please submit your credentials and letter of interest directed to the attention of Melissa Ulum, Managing Partner:

[Melissa@MSSsearch.com](mailto:Melissa@MSSsearch.com)

Earlier applicants may receive priority consideration. Applications will be reviewed on a rolling basis, and the application period remains open until the position is filled. To be considered, MS&S Search encourages interested candidates to submit their applications promptly.

\*At MS&S Search, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make all forms of diversity a hallmark of all our work, including search engagements.

Melissa Ulum, Managing Partner  
MS&S Search  
(503) 643-0440 direct line  
(503) 730-7615 mobile

Revised 8/20/19