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Our nonprofit organization is looking for an Operations and Financial Manager who cares about helping to meet the charitable needs in our community. We have a small but mighty staff committed to excellence in work ethics and rewarded with high job satisfaction levels. The Community Foundation for Loudoun and Northern Fauquier Counties based in Leesburg is a highly visible and dynamic nonprofit serving our footprint. Last year, it distributed more than $1.1 million in grants and worked with an active volunteer board of directors to implement a vigorous series of programs within our community for philanthropists, stakeholders, and nonprofit leaders.

This position will be open until filled. However, we appreciate your resume and cover email no later than February 5th as detailed, below.

The Community Foundation seeks a dynamic, community-minded individual to join its team as **Financial and Operations Manager**. The position is a part-time (30 hours per week) and reports to the Foundation’s President while supporting the Foundation’s Controller, with primary roles in bookkeeping payables, database management, and personal support to donors, grantees, and vendors seeking financial information about gifts, grants, or payments. Hours are flexible, however, this position supports the Community Foundation operational hours of 9 to 5.

The Community Foundation provides a generous annual/vacation leave policy and SIMPLE IRA match. At this time, no medical benefits are available. Hourly pay ranges from $20 to $26 per hour depending on education and experience. We commit to equal opportunity employment with a value of equity and diversity.

**Financial and Operations Manager**

**Position Overview**

**Principal Duties and Responsibilities**

The Financial and Operations Manager supports the work of the President as well as provides an array of general administrative and financial/accounting support services for the Community Foundation’s Controller.

**Financial Administration**

* Maintains accurate and timely accounts payable records
* Follows procedures and guidelines to make timely payments to vendors and grantees.
* Posts all donor gifts, expense disbursements, and payables
* Prepares grants and vendor checks for signatures weekly
* Provides direct and personal support to donors, grantees, and vendors seeking financial information about gifts, grants or payments
* Complies with and enforces all Internal Controls policies and procedures
* Preps monthly statements for Controller for financial reconciliation
* Prepares annual Fund Statements for Fund holders
* Working with Controller, provides support for annual financial audit
* Prepares quarterly reports for Investment Committee and regular reports for specific fund holders

**General Administration and President Support**

* Maintains database donor details and gift records
* Generates database reports
* Oversees set up of phone systems, security systems
* Maintains filing systems and other support functions in an accurate and timely manner
* Provides support for preparation of the Foundation’s annual Report to the Community
* Addresses routine inquiries for information in an accurate and timely manner; resolves as many routine inquiries as possible at the first-contact opportunity
* Maintains and restocks office equipment and supplies as needed. Maintains necessary inventories
* Word processes, files, and prepares correspondence and mailings, photocopying in a timely, accurate and grammatically correct manner
* Oversees or helps to prepare personalized donor acknowledgements in a timely, accurate, and grammatically correct manner for signature for appropriate individual
* Assists with special events and programs as needed
* As requested, prepares monthly time sheets for all staff to fill in and after approval by the executive director, keeps them in an electronic file
* Oversees and supports volunteers as requested
* Undertakes other duties as assigned by the President

**Specific Skills, Knowledge, and Qualifications**

Education:

* Associate’s degree or equivalent. Additional training, education, or experience desirable

Preferred Experience:

* Bookkeeping/Accounting/Payroll experience and general office experience
* Willingness and interest in learning software specific to Community Foundations

Personal Qualities and Skills:

* Every staff employed by the Community Foundation is expected to possess:
* Integrity
* High energy and a positive attitude
* A dedication to quality and accuracy
* Detail oriented
* An ability to work well with co-workers; especially in a small office
* An ability to fulfill their job requirements with minimal supervision
* Good oral and written communication skills
* Ability to work under pressure
* A commitment to confidentiality
* Persons working in this position are expected to possess:
* Strong oral and written communication skills particularly related to financial information and concepts
* An ability to use computer software including, but not limited to word-processing, email, spreadsheets, databases, integrated financial applications
* Capacity to work independently in a productive manner with minimal supervision

Your resume and cover email should be directed to:

Amy Owen, president, Community Foundation for Loudoun and Northern Fauquier Counties amy@communityfoundationlf.org 714 East Market Street, Leesburg, Virginia 20176

A Final candidate will undergo a background check before a final offer is made.

PLEASE: NO PHONE CALLS