



DIRECTOR OF FINANCE

OVERVIEW

Reporting to the Chief of Staff, this new position will be a vital role at the Elizabeth Dole Foundation (EDF), the nation's premier organization solely focused on supporting over 5.5 million military and veteran caregivers and their families. We are seeking an energetic and experienced professional who will oversee all of EDF's financial functions, mature and continuously improve internal fiscal operations and controls, and support the overall financial health of the organization.

Founded by former U.S. Senator and Cabinet Secretary, the Honorable Elizabeth Dole, EDF's vision is to ensure that no military or veteran caregivers face their new and often difficult journey without adequate support. Entering our 10th year, the Elizabeth Dole Foundation has steadily increased the size of its staff and fundraising portfolio. As of 2021, EDF has an annual operating budget of \$7 million, with more than 25 full- and part-time staff members located all over the country. EDF's revenue is a combination of corporate, public and private foundations, and individual donors.

While EDF continues to maintain a hybrid work environment, it is expected that the Director of Finance will be reside in the Washington, DC area.

Primary Roles & Responsibilities

- Develop and implement a financial vision in alignment with the strategic plan.
- Manage the development of both annual and three-year organizational budgets with department heads for approval by CEO and Board of Directors.
- Work with third party Finance and Administration staff to generate monthly financial statements and reports analyzing expenses, revenues, and the balance sheet. Create and maintain a monthly financial dashboard reflective of Key Financial Indicators.
- Review and approve expenditures to ensure compliance with any formal agreements, best practices, and efficient use of funds.
- Manage Elizabeth Dole Foundation Endowment funds, including working closely with Development team around planned giving opportunities.
- Leverage existing financial software (Intaact), and update systems, internal controls, and processes to manage the financial activities, while maintaining compliance with the highest ethical standards, all applicable laws, regulations, and funder requirements.
- Work closely with development team to provide necessary financial analysis and support for revenue generation.
- Manage annual audit and serve as the liaison between the audit firm, third party finance team, and Audit committee of the Board of Directors.
- Prepare and manage all tax submissions to IRS, including Form 990.
- Work in partnership with Development and Operations teams to ensure grant compliance and organizational contract oversight.
- Manage insurance policies for domestic programs, liability, directors, and officers, and worker's compensation; work with Chief of Staff to negotiate annual vendor renewals.
- Update and maintain Financial Policies and Procedures.

Desired Skills and Experience

- Detailed understanding of non-profit accounting principles and experience in understanding and evaluating cash flow scenarios.
- Prior experience managing nonprofit organization finances.
- Experience and skill using online financial systems and software (e.g., Intaact, Salesforce) and ability to both analyze and present financial data with internal and external stakeholders.
- Experience in forecasting future earnings and expenses.
- Understanding of and experience in applying contract provisions.
- Prior experience in statistical modeling and forecasting.
- Excellent communication skills, with proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).

Candidate Profile

- Earnest and sincere commitment to Elizabeth Dole Foundation's Mission and Core Values, Intelligent, compassionate, driven and determined.
- Ability to formulate analyses across various departments: Development, Programs, Legal, Human Resources,
- Operates with service ethic and customer service orientation.
- Collaborative and consultative work style.
- Ability to develop team-wide vision and direction for a portfolio of diverse projects.
- Experience leading fiscal year planning with multiple teams.
- Experience building, coaching, and mentoring high-performing, diverse teams with multiple layers.
- High energy and motivation to understand the perspectives of others.

Application Submission

To be considered a candidate for this position, please email your resume and cover letter to Pavel Sullivan (apply@elizabethdolefoundation.org) no later than Friday, June 10th. EDF's expectation and goal is for the Director of Finance to begin employment with the organization in the Summer of 2022. No phone calls.

The Elizabeth Dole Foundation is an equal opportunity employer. The Elizabeth Dole Foundation does not discriminate based on race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, caregiver status, or on any other basis prohibited by applicable law.