



Position Description

Vice President of Finance and Operations

Opportunity:

Since 1977, the New Canaan Community Foundation (NCCF) has been a cornerstone of leadership, tackling the most urgent challenges facing New Canaan, Connecticut and lower Fairfield County—expertly managing the charitable visions of its donors, and advancing the efforts of local nonprofits. The Foundation has assets of approximately \$30 million and annually awards approximately \$2 million in grants and scholarships to nearly 100 local nonprofit organizations. The Foundation also works closely with families and businesses on their charitable giving strategies, including managing donor-advised and other charitable funds. Through its dedication and expertise, NCCF has played a pivotal role in fostering community well-being and building partnerships that ensure sustainable impact.

Today, NCCF seeks to add a full-time position that will serve as the number two role in the organization, reporting to the President & CEO. This new Vice President of Finance and Operations (VP) will manage the day-to-day operations of the Foundation, and coordinate the efforts of a cross-functional staff team of three direct reports and additional support staff and contractors. This role will partner with the President & CEO to lead key strategic initiatives over time, including a comprehensive fundraising campaign and multiyear strategic plan. For more information, visit <https://www.newcanaancf.org>.

Responsibilities:

The VP leads efforts across the organization, including the following core areas:

Finance

- Oversee financial processes and staffing, including part-time finance staff and outsourced accounting provider.
- Manage financial and investment activity of the Foundation, in partnership with the Finance Committee and outsourced investment management firm.
- Manage annual audit, tax filings, and compliance in partnership with the Audit Committee.
- Develop and monitor annual organizational and programmatic budgets.

People & Operations

- Coach, develop, manage, and lead a team of three direct reports (Program Officer, Development Director, Finance & Operations Manager) and other support team members (e.g., Communications Consultant, IT support).
- Direct efforts to ensure the effective operations of the foundation, including all use of technology, data management, and cybersecurity.
- Guide the team's strategic use of its CRM across all staff and departments.
- Set up clear processes and systems to make sure Foundation programs run well and meet goals.
- Manage HR administrative functions, including employee onboarding and offboarding, maintaining personnel records, coordinating benefits enrollment, and ensuring compliance with HR policies and employment laws.

Development & Donor Engagement

- Lead engagement of NCCF donor-advised and other fundholders in partnership with President & CEO and development team.
- Coordinate all-staff efforts to engage current and prospective fundholders, and maintain active relationships.
- Grow and steward relationships with professional advisors and others to increase visibility and understanding of charitable funds at NCCF.

Strategy & Board Engagement

- Partner with the President & CEO in leading key strategic initiatives over time, including aspects of a multiyear fundraising campaign.
- Support the President & CEO in managing to the strategic plan, including monitoring of KPIs and coordination of staff team and board level committees in pursuit of the foundation's strategic plan.
- Partner with the President & CEO to develop Board meeting materials, support board orientation, and Governance Committee efforts.

QUALIFICATIONS:

Our ideal candidate will foster a collaborative team environment and will bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- Minimum of a bachelor's degree and/or at least seven years of equivalent experience in philanthropic services, development, nonprofit, foundation, or similar environment.
- Minimum of five years of experience providing operational and program leadership in a nonprofit environment or related experience.
- At least 5 years of experience supervising a team of people.

- Strong financial manager who can be both detailed and strategic in connecting financial operations and programmatic impact.
- Proven track record in successful relationship building and stewardship.
- Proven track record of successfully implementing strategic initiatives.
- Compelling communicator, speaker, and writer.
- Strong project management and organizational skills, attention to detail, and ability to set and meet deadlines with competing priorities.
- Thoughtful and empathetic listener, and appreciation for divergent views and ability to forge consensus.
- Familiarity with New Canaan and Fairfield County preferred.

COMPENSATION AND BENEFITS:

The position is a full-time salaried position. The salary range is \$120,000-\$130,000 dependent on relevant qualifications and experience. NCCF offers competitive benefits, currently including: medical coverage (\$500/month toward medical insurance premium, plus additional employer-funded contributions to HRA account), life insurance and long-term disability coverage, retirement contribution (7% of salary), paid vacation time (starting at 15 days), paid sick, and parental/medical leave. Professional development opportunities are also encouraged.

The VP is expected to work regular on-site business hours with some evening and weekend hours required for board meetings and to support program and donor events. The Foundation currently operates on a hybrid schedule, with two remote work days.

EQUAL OPPORTUNITY EMPLOYER:

NCCF is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. Interested candidates should send a resume or profile summary that showcases their skills and experiences, as well as a compelling cover letter describing their interest and how their qualifications and experience match the needs and mission of NCCF.

All cover letters and resumes should be sent as **ONE PDF DOCUMENT** titled “**Last Name Cover Letter and Resume**” to nonprofitjobs@thestrategygroupllc.org. Please title emails as **NCCF in the Subject Line**. Resumes will be accepted until the position is filled.