



Catholic Community
FOUNDATION
OF MINNESOTA

Position Profile

Vice President of Finance and Administration



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Fast Facts

Location

Saint Paul

Service Area

State of Minnesota with primary focus on the Twin Cities metro area

Staff

14 staff members and 5 direct reports

For the fiscal quarter ending December 31, 2017:

\$350 Million in assets

\$13.6 Million grants distributed

1,100 Total Funds

\$107 Million Perpetual Assets

\$140 Million Granted Since Inception

Board of Directors

The Catholic Community Foundation is guided by a board of directors drawn from the ranks of Fortune 500 companies, major financial institutions, Catholic universities and the Federal Reserve. The Board comprises 27 members.

For more information, please visit

<https://www.ccf-mn.org/>

Mission

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Our mission is to financially support the spiritual, educational, and social needs of the Catholic community.

We fulfill this mission by:

- Helping donors achieve their charitable and financial goals.
- Helping parishes, schools and Catholic organizations meet their long-term financial needs.
- Performing sophisticated financial transactions to raise funds for charitable purposes.
- Distributing earnings according to donor intent and community priorities.
- Seeking endowment funds to sustain our mission.

“We are not Catholic Charities.
We don’t house and feed people.
We provide funding in perpetuity
for those who do.”

- Anne Cullen Miller, President

CCF AT A GLANCE



The Organization

A community foundation is a public charity established to serve specific charitable interests for a designated purpose or in a designated geographical region. The Catholic Community Foundation of Minnesota (CCF) serves the spiritual, educational, and social needs of Minnesota's Catholic community.

The Foundation accepts and invests both donor and institutional assets. These assets are invested and then yield grants. CCF's grantmaking includes grants advised by fund holders and their families as well as annual distributions from institutional endowments created to serve organizations in perpetuity. While donor constituents have largely been metro-centric, institutional funds from other dioceses are part of this asset base.

Beneficiaries of grants are nonprofit organizations whose missions serve our communities across a spectrum of nonprofits — both faith-based and secular. All grantees are nonprofits whose missions are in alignment with Catholic Social Teaching.

CCF collects, grows, and distributes funds on behalf of its individual and institutional donors. Their gifts and unrestricted dollars of The Legacy Fund sustain many of the programs that serve our communities. As a community foundation, CCF provides targeted financial support that enables organizations to serve the spiritual, educational, and social needs of the community in perpetuity.

Investment Philosophy: Efficient, Transparent, & Socially Responsible

1. With more than \$350 million in assets, CCF manages some of the most sophisticated financial transactions in the charitable realm — while investing in a faith aligned manner.
2. CCF balances the need to maximize total financial return over the long term, taking into account an appropriate amount of risk, with the need to invest according to our faith.
3. CCF operates professionally and transparently. While past performance is no guarantee of future results, its 990s, audited financial statements and annual reports demonstrate expertise at achieving that balance.



Grant Recipients

Over 700 organizations receive grants from Catholic Community Foundation and its donors. Below are just a few of the many grant recipients.

*American Red Cross
Banyan Community
Bridging, Inc.
CARE
Catholic Charities
Catholic Relief Services
Cristo Rey Jesuit High School – Twin Cities
Loaves and Fishes
Minneapolis Institute of Arts
Minnesota Children's Museum*

*NET Ministries Relevant
Radio
Sharing and Caring Hands Saint
Paul Chamber Orchestra Saint
Paul's Outreach
Saint Paul Seminary Second
Harvest Hartland Union
Gospel Mission
YMCA of the Greater Twin Cities
Hundreds of Catholic Parishes and Schools*

The Role

The Vice President of Finance and Administration for the Catholic Community Foundation (CCF) is an executive-level role and is responsible for the Foundation's overall financial, administrative, and operating plans and policies and is an integral member of the senior leadership team. This position is responsible for the oversight of Foundation functions, including accounting, IT, human resource and benefits administration, office administration, and donor-directed grantmaking. This position is the primary staff liaison to the Finance Committee and supports the work of the Foundation's Investment and Grants Committees, as well as the Employee Retirement Advisory Committee.

Reporting & Management

This position reports to the President of the Foundation, Anne Cullen Miller, and has responsibility for team leadership of positions that include:

- Assistant Controller
- Senior Accountant
- Staff Accountant
- Grants Manager
- Office Manager

Major Position Responsibilities

- 45% - Assumes responsibility for and provides overall direction related to finance, accounting, and donor-directed grantmaking activities, including internal controls, internal and external reporting, external audit, and budgeting and forecasting.
- 15% - Leadership and support for direct reports.
- 10% - Staff liaison to the Finance Committee, support for other board committees as needed.
- 10% - Human resource and benefits administration, including on-boarding new staff, annual benefits selection and open enrollment process, 403b and 457b administration, and compliance with all reporting and disclosure requirements.
- 10% - Support the President with special projects or activities for the Foundation including initiatives set forth in the strategic plan.
- 10% - IT administration, including the oversight of IT provider relationship.

A more detailed explanation of position responsibilities follows.

Finance

- Oversee the recording and maintenance of accounting information for the Foundation and all period-end close processes (month, quarter, and year) to ensure the accuracy, timeliness and clarity of internal and external financial statements and supporting schedules.
- Provide leadership in developing, maintaining and monitoring a system of internal controls to assure the safeguarding of the assets of the Foundation.
- Assume responsibility for creating multi-year, annual, and quarterly budgets with capital expenditures and business plans.
- Assume responsibilities for creating regular analyses of financial position compared to budgets / forecasts based on economic and financial trends and their impact on our policies and operations.
- Review all new fund agreements and approve the setup of new funds.
- Ensure compliance with policies set forth for the movement and transfer of assets including reporting and due diligence work for alternative investments as set forth by the accounting profession.
- Oversee external audit preparations to assure the timely preparation of the annual consolidated financial statements and filing of the 990.
- Oversee administration of all costs related to investment and banking relationships.
- Oversee relationships with vendors and benchmark the Foundation's expenses.
- Oversee the administration of CCF's CGAs and CRTs, including oversight of outsourcing relationship.
- Ensure all department objective are in alignment with the Foundation's overall strategic plan.

Human Resources (HR)

- Guide and manage the overall provision of Human Resource services, policies and programs for the Foundation including recruiting and staffing, organizational and space planning, performance management and improvement systems, organizational development, employment and compliance regulatory concerns, employee orientation, development and training as well as other strategic initiatives.

Information Technology (IT)

- Provide leadership for the Foundation's ongoing investment in management information systems and technology.
- Oversee information technology and data management functions, providing the necessary technology and security of information required by sound business practices.

Grants Management – Donor Directed

- Oversee donor directed grant-making activity, online donor portal and all grant reporting, including outcome reporting, for the Foundation.
- Oversee administration of annual endowment grants and related spending compliance.

Compliance and Risk Management

- Oversee fulfillment of regulatory compliance requirements such as filings with the IRS and State Attorney General, Minnesota Secretary of State, CGA filings, trustee regulations and filings, postal regulations, state employment regulations and other nonprofit compliance matters.
- Mitigate Foundation risk by developing appropriate policies and procedures and ensuring adequate insurance coverage.

General

- Support Investment Officer in investment management and analysis, as needed.
- Attend board and committee meetings and serve as staff liaison for the finance and grants committees.
- Oversee the communication to stakeholders on the Foundation's financial activities.

The Ideal Candidate Has

- A degree in Accounting, Finance, or Business Administration. (CPA or MBA required).
- 10+ years of management experience in finance, accounting, budgeting, planning, institutional investments, and analysis in a multifaceted organization (nonprofit foundation experience a plus).
- Integrity and good judgment with an aptitude to motivate people, set priorities, analyze data, prepare conclusions and handle multiple assignments with tight deadlines.
- An understanding of and support for the mission of the Foundation.
- Demonstrated expertise in practical use of and leadership in technology (Excel spreadsheets including Macros etc.) and the ability to use such tools to inform and educate staff on matters related to Finance and Investment.
- A thorough understanding of automated financial and accounting systems.
- Exceptional interpersonal leadership, supervisory and organizational skills.
- Excellent oral and written communication skills.
- The ability to effectively engage staff, volunteers, donors and stakeholders in the Finance and Investment functions vital to the success of the Foundation; to be the "Articulate Advocate" for clarity of process, systems and financial reports.
- Institutional investments experience (beneficial but not required).

To Apply

Submit cover letter, resume, and two professional references to CCF President Anne Cullen Miller care of Wendy Waiwaiole at waiwaiolew@ccf-mn.org. No phone calls or in-person visits please. Thorough review of applications begins on Monday, July 23, 2018. All inquiries and applications will remain confidential, and professional references will not be contacted until later in the search process.

The Catholic Community Foundation of Minnesota is an equal opportunity employer.