

# Chief Financial Officer Clark College Foundation Vancouver, WA

The Clark College Foundation partners with Clark College and valued benefactors to provide financial support to Clark College students and programs. These efforts serve to improve educational opportunities and consequently, the quality of life in our community. Annually, the Clark College Foundation provides approximately \$2,600,000 in support at Clark College. For more information, please see the Foundation website at [www.clarkcollegefoundation.org](http://www.clarkcollegefoundation.org).

The Clark College Foundation seeks a team-oriented financial professional dedicated to our mission—"to inspire the joy of philanthropy in support of student success and program excellence at Clark College." Our ideal candidate is a relationship builder with a strong background in accounting, finance and institutional investments.

We are looking for an executive level manager who is personable, professional, energetic, resourceful, and thrives in a complex, fast-paced work environment. We value philanthropy, integrity, innovation, stewardship, service, diversity and teamwork. The CFO will report directly to the President/CEO. This is a regular, full-time salaried position.

## Responsibilities include:

- Serving as a member of a three person organizational leadership team
- Supervising three staff members
- Managing accounting functions including budgeting, fiscal reporting and compliance
- Directing institutional investment functions including asset management involving portfolio and real property investments
- Administering trusts
- Ensuring appropriate risk management pertaining to property, casualty, liability and other insurance coverage
- Overseeing the Foundation's real property assets
- Coordinating annual Foundation audit with external independent accounting firm
- Developing, administering and helping implement a comprehensive Planned Giving Program
- Building strong relationships with the College, Board, Board Committees, Foundation team members, donors and the community to further our mission
- Serving as Corporate Secretary for the Foundation Board of Directors
- Assisting CEO with human resources functions
- Providing support to the Foundation Board and Board Committees

## Skills/Requirements:

- Minimum 5-8 years of work experience in progressively responsible finance/accounting positions
- Minimum 3 years people management experience
- A bachelor's degree in a related function or equivalent
- Significant experience with accounting, institutional investments, asset management and trust administration
- Knowledge of legal and financial reporting requirements
- Exceptional analytical and communication skills
- Strong organizational abilities; must effectively handle complex/multiple tasks with attention to detail
- Ability to follow a tight schedule with frequent interruptions
- Knowledge of human resources practices and programs
- An optimistic, can-do approach to problem solving
- Able to grasp complex, detailed information
- Enthusiastic about professional growth and development
- General computer proficiency; Raiser's Edge/Financial Edge computer programs preferred
- Previous non-profit experience is preferred
- CPA status is preferred

We offer competitive compensation including benefits. This is a regular full-time position. Successful completion of a pre-employment drug screen and background/credit check will be required as part of our hiring process.

For consideration, please forward a resume, cover letter and compensation requirements to our recruiter at: [CFO@TJandassociates.com](mailto:CFO@TJandassociates.com)

We are an Equal Opportunity Employer.