



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Director Finance and Operations Institutional Advancement
POSITION NO.	502298
LOCATION	Lincoln
REPORTS TO	Associate VP Institutional Advancement
GRADE	BOE 14
WORK SCHEDULE	Non-Standard: 35 hours per week.
SUPERVISION	Professional and support staff
REVISION DATE	May 2023

JOB SUMMARY:

Supervise, coordinate, advise, administer, and control operations, revenue, and awards as well as expenditures for the CCRI Foundation, which is a 501© 3 not-for-profit organization, and the college's Institutional Advancement team. Analyze trends, develop statistical models, and formulate projections for various budget components. provide analytical counsel and support for special projects to Senior Management. Responsible for all operations, financial, and accounting functions of the Foundation and private funding sources. Coordinate business procedures and accounting policies, and oversee their implementation by all departments that use Foundation funds. Maintain financial and fiscal integrity. interface with the CCCRI Foundation trustees, Alumni Association, Foundation Finance and Investment Committee, and the Alumni Association Finance Committee. Assists in setting and implementing policies in accordance with the generally accepted accounting policies. Serve as the department's liaison to the finance and Strategy team, interacting with the Controller's Office in addition to relationships with Bank, endowment management firms, auditor and other College partners at CCRI on various priorities and issues.

DUTIES AND RESPONSIBILITIES:

- Directly support Executive Director/AVP with leadership of CCRI Foundation and its annual goals to serve students
- Lead the Foundation operations and data team, and oversee gift acknowledgement, research and pipeline management maintaining nonprofit status of the Foundation through completion of financial and compliance processes
- Administer and direct the Foundation's scholarship program ensuring student support and facilitate creation of stewardship reporting and other reports for donors
- Drive impact of CCRI Foundation resources for students, college programs and initiatives while also managing grant and community partner relationships
- Advance strategic planning and facilitate department's annual planning and evaluation process for development plan and year end analysis
- Responsible for the compilation, analysis and presentation of statistical and financial reports to the Associate Vice President for Institutional Advancement, CCRI Foundation Trustees and Alumni Association and its finance committees and departments using Foundation funds.
- Responsible for the development, documentation, coordination, supervision and maintenance of the internal accounting and audit control systems.
- Monitor and supervise all financial and accounting functions for all departments using Foundation funds. Analyze Foundation accounts and team budget for accuracy and cost control.
- Coordinate budget requests from director and departments that use Foundation funds and assist AVP and Trustees with determination and preparation of budgets.
- Compile, maintain, review and revise monthly and annual reports for Senior Management, conducting daily and monthly reconciliations, and prepare schedules, P&L and portfolio summary reports.
- Supervise, maintain and control Foundation accounting system (Banner), managing deposits or revenue and donations to appropriate accounts. Verify and review data entered into the accounting system. Review accounting system needs, and recommend changes to improve reporting needs.
- Coordinate and review investment portfolio and endowment, overseeing short- and long-term investments, regularly tracking and reporting investment activities, accounts receivable and payable, banking fees and credit

card usage; responsible for supervising cash disbursements, payroll and recording of cash; maintain savings, checking, sweep and investment accounts; coordinate the transfer of stocks donated to the Foundation.

- Manage the administration of the Foundation as assigned
- Must stay abreast of and adhere to College, federal and state compliance guidelines, IRS regulations and non-profit financial guidelines.

Collaboration and Communication with Foundation Stakeholders

- Coordinate submission of 1099 and 990 and the annual audit and maintain contact with external auditors; prepare all account analyses and schedules needed by the auditors.
- Maintain a high level of understanding of current development, able to communicate finance matters in layperson terms with team and Trustees in the assigned areas of responsibility and anticipate future needs; maintain a high level of understanding of financial, accounting and compliance policies and practices as they relate to budget, revenue, expense and non—budgeted accounting activity in a fundraising office.

Foundation Fundraising Support

- Act as a liaison with the Trustee committees. Develop agendas with the AVP, attend meetings and take minutes.
- Provide monthly review of on department financial results and weekly Fundraising-to-date report for Foundation staff and college leadership.
- Office of Institutional Advancement Department Leadership
- Supervise and leverage other staff in collection of accounts receivable, cash deposits, credit card deposits, accounts payable, inventory control, and other department functions.
- Interact with other CCRI offices on scholarships, budget and financial issues.
- Represent Foundation office in business-related activities within the College and, as appropriate, with outside agencies.
- Develop and implement improvements to current systems of internal controls.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in business administration with a concentration in accounting or finance, or a related field
- Minimum of five years of progressively experience in a professional role responsible for financial reporting, financial analysis, and the administration of a complex budget and investments in an education and/or non-profit setting, or related financial and/or operations experience.
- Demonstrated technical accounting proficiency in the preparation and presentation of comprehensive financial statements;
- Demonstrated familiarity and experience with federal and state financial and personnel regulations and guidelines, foundation endowments (UPMIFA), and applying accounting standards (FASB/GASB/GAAP)
- Demonstrated ability to organize details accurately and to effectively plan, communicate, and oversee work on a variety of fiscal projects; demonstrated strong analytical skills
- Demonstrated ability to organize large amounts of data, undertake new initiatives, and work in an entrepreneurial and fast-paced environment with complex policies and procedures
- Demonstrated supervisory experience in a business office environment, with demonstrated ability to effectively organize and coordinate team members, organize large amounts of data, undertake new initiatives, and work in an entrepreneurial and fast-paced environment with complex policies and procedures for external audiences of donors and executives
- Demonstrated strong interpersonal skills and ability to work with a diverse population;
- Demonstrated strong oral and writing skills with excellent organizational, planning and time management skills 10.
- Ability to prepare and present detailed information concerning the financial status of the Foundation to the AVP, Trustees and other senior leaders

PREFERRED QUALIFICATIONS:

- CPA and/or MBA;
- Demonstrated working knowledge of accounting and information management systems, and of Microsoft Office Suite, SAGE, PeopleSoft, and payroll processing software.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.