



Broward College - AVP, Foundation Financial Management
Willis Holcombe Center

Job Profile Summary

Under general direction, this position is responsible for all financial and fiscal management aspects of the Office of Advancement and Broward College Foundation.

Through the Office of Advancement, the College directs and executes front-line fundraising operations for scholarships and support to programs, faculty and capital initiatives. Established as a direct support organization of Broward College, the Broward College Foundation receives and manages all philanthropic gifts that benefit the College. The Foundation makes financial allocations enabling the College to transform lives through education.

Provides leadership and coordination in the investment, business planning, accounting, finance, budgeting and reporting work of the Foundation, including financial IT oversight and strategic planning. Serves as the primary liaison between the Foundation and the College's financial officers and between the Foundation and its outsourced investment manager and investment consultant. Provides critical financial insight and strategic support to the Executive Director/Vice President for Advancement, to the Foundation Board of Directors and to the Foundation's Finance and Investment Committee. Works with Office of Advancement colleagues, volunteers and benefactors to provide and facilitate strategy for the philanthropic process. Works in full accordance with GAAP and CASE standards.

Minimum Education:

- Bachelor's degree required, preferably in accounting. Master's degree or CPA preferred.
- Minimum Experience/Training:
- 12 years of progressive experience in financial, treasury, accounting, portfolio investment analysis, policy administration and/or strategic management. Preferred industry experience-not-for profit (endowment experience a plus) or higher education.
- Proven professional experience in finance, accounting, contracts, budgeting and cost control principles including Generally Accepted Accounting Principles and automated financial reporting systems.
- Experience in the management of IT systems.

Essential Functions:

- Daily - 35%: Directs and supervises all accounting and finance activities in accordance with Generally Accepted Accounting Principles (GAAP) and CASE standards to safeguard assets through the maintenance of appropriate controls. Prepares monthly financial statements with variance analysis to budget. Coordinates the year-end audit and prepares subsidiary ledgers and draft of financial statements and associated footnotes to the independent auditors. Provides support for the completion of the IRS Form 990. Oversees all account payable/receivable functions and reconciliation of checking accounts for the Foundation.

Develops best-practices management and board-level policies and procedures and ensures their execution. Implements financial policies of the Foundation Board. Analyzes Foundation's financial needs and potential revenue sources. Develops responsive management plans. Prepares and directs budgeting and implementation of budgets for BCF and Office of Advancement. Manages cash flow and forecasting. Day-to-day responsibility for the administration of the endowment portfolio. Serves as the staff liaison to the Finance & Investment Committee ("F&I Committee") and prepares agendas and meeting minutes. Executes the rebalancing of the portfolio based on recommendations and approvals from the F&I Committee and the Investment Consultant. Completes the subscription documents and limited partnership agreements from the Foundation's Private Managers. Implements and maintains treasury management functions. Manages receipt of and management of charitable trusts.

- Daily -20%: Directs and manages accountant and gift processor. Sets policies for gifts receiving operations and staff, which receives and processes all gifts for academic purposes at Broward College. Works with supervisor to develop and implement sound business and internal controls for receipt of cash, securities, credit card transactions, online gifts and receipt of other revenues and assets. Manages financial operation of division by providing executive level policies and operations for budgets, financial controls and utilization of resources for Advancement. Serves as a member of the Advancement team, playing a key role in development and stewardship activities.
- Daily - 20%: Serves as key thought leader in developing, implementing and evaluating short and long-term strategic financial objectives. Provides executive management of BCF and Advancement, with advice on the financial implications of business activities. As key driver of the BCF business model, presents Endowment Spending Policy as part of the annual review of the Investment Policy Statement to the F&I Committee/Board for consideration.
- Daily - 10%: Presents key proposals and governance level reports to the Board of Directors and responsible committees. Maintains, develops and improves the reporting and monitoring techniques used to communicate the financial status of BCF to a variety of constituencies. Maintains depth of knowledge in current trends and developments in the higher education and foundation/endowment field. Builds and maintains relationships with peers within the state and nationally. Develops and coordinates the annual reporting of endowment and investment activity to donors. Responds to inquiries on investment portfolio from internal and external constituents.
- Other - 10%: Responsible for people management of the area, including recommendation of staffing, hiring, termination and discipline, setting performance standards and evaluating staff, and staff development.
- Other - 5%: Performs related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of federal and state financial regulations. Ability to prepare financial reports.
- Attention to detail and ability to review and test financial reports and analyses. Strong analytical capability and ability to generate insights from data.
- Models inclusive excellence through specific actions that support the College's diversity goals in the recruitment, hiring, and retention of talented and diverse faculty and staff.
- Broad understanding of the external environment and how it affects academia in general and Broward in particular, including political, legal, environmental, educational, financial and social influences.

- Broad understanding of the structure, operations, human resources and finances of the College and the complexities of their interdependencies.
- Ability to translate College-wide strategies and priorities into strategic and operational plans and policies for own area.
- Ability to understand the impact of own area on the College and to contribute to the development of the College's strategic plan.
- Proven leadership skills and managerial expertise, and ability to motivate and empower direct and indirect reports to achieve priorities and expectations for own area.
- Ability to forecast and manage budgets and other resource requirements for area of responsibility.
- Ability to partner with others across the College and externally develops strategies and plans to exchange information, collaborate on projects, share resources, etc.
- Ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment.

Job Title: AVP, Foundation Financial Management
 Position Number: P0074024
 Job Status: Full time Regular
 Department: Broward College Foundation
 Location: Willis Holcombe Center
 Pay Grade: 213
 Salary: \$90,000 - \$117,000 - Salary commensurate with education and experience.
 Work Shift
 Work Schedule: Monday - Friday/Weekend/Varies
 Hours Per Week: 37.5
 Posting End Date: Open Until Filled

Comments: To be considered for this position, a completed online employment application form along with a cover letter, resume and unofficial transcript are required.

Designated Essential Personnel: No
 FLSA Status: Exempt
 Position Classification: Administrators

Special Instructions to Applicant:

For positions requiring a degree, the official transcripts are required upon hire.

An unofficial copy of the degree/transcript is acceptable during the application process and can be faxed to 954-201-7612. On the fax transmittal, please state clearly the position name(s) and position number(s) the transcript is to be attached to.

Foreign Transcript: Transcripts issued outside of the United States require a equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the application deadline.

All document(s) must be received on or before the closing date of the job announcements.

Employment is contingent upon successful completion of the required background screening process.

Disclaimer

The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related education/experience beyond the minimum stated may be substituted where appropriate at the discretion of the Appointing Authority. Broward **College reserves the right to revise or change job duties, job hours, and responsibilities.**

https://browardcollege.wd5.myworkdayjobs.com/en-US/FT/job/Willis-Holcombe-Center/AVP--Foundation-Financial-Management_REQ-000018212-1

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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