



Job Announcement

[Kansas Association of Community Foundations](#) (KACF) is seeking a remote full-time **Finance and Operations Manager** based in Kansas. See Job Description for position details.

Timeline:

August 2020 – applications submitted

September 5, 2020 – technical test for selected candidates

September 12, 19, 2020 – interviews via zoom

October – December, 2020 – hire as a contractor to help set up KACF’s fiscal and operations model

January 1, 2021 – full-time employment At-Will, remote in Kansas

Applicants are asked to submit:

1. Q&A sheet (see Form attached)
2. Cover Letter
3. Resume
4. References

The required documents need to be compiled into one PDF file in the order listed above and emailed to Svetlana Hutfles, KACF Executive Director, hutfles@kansascfs.org by August 31, 2020.



POSITION DESCRIPTION

Organization: Kansas Association of Community Foundations

Position: Finance and Operations Manager

Reports to: Executive Director, KACF

Location: Remote full-time employee located in Kansas

Classification: Exempt

Status: At-Will Employment

MISSION

The mission of the Kansas Association of Community Foundations is to leverage the resources of community foundations in the State of Kansas to strengthen and promote community philanthropy and to inspire action that will improve the quality of life in Kansas communities.

ABOUT THE ASSOCIATION

The Kansas Association of Community Foundations (KACF) is a membership organization founded in 2005 by a dedicated group of volunteers representing community foundations across the state of Kansas who believe in philanthropy, peer-learning, and state-wide partnerships. It was their hope that KACF would impact the growth, development, and organizational sustainability of Kansas community foundations as trusted community catalysts that offer in-depth knowledge of local issues and funding resources to help preserve the health and well-being of Kansas and its residents.

The Kansas Association of Community Foundations was incorporated as a non-profit organization in Kansas in November 2009 with the goal of forming a professional association that would provide an opportunity for developing knowledge in the charitable giving field, advocating for public policies that enhance philanthropy, creating best practices, and maintaining collegial relationships in the growing community foundation sector in the state of Kansas. In April 2020, KACF applied for its 501(c)(3) status.

Fifteen years after its inception, the Kansas Association of Community Foundations stands strong with 101 members. KACF has attracted \$5.5 million to benefit Kansas community foundations. Members' assets grew to \$4 billion in 2019 and their annual grantmaking capacity reached \$462 million in the last reporting period.

KACF is leading the way with its On-Line Express Training Videos and Certification Program, the Annual National Conference for Growing Community Foundations, and the Keep 5 in Kansas campaign. KACF has offered 24 in-person trainings, 24 webinars and managed various programs for community foundations, such as an information management training reimbursement program, GROW II technical assistance, peer learning, Council on Foundations fellowship,

professional advisor programs, advocacy, marketing, and web resources. All of this has led to increasing capacities of local community foundations, thereby making them better prepared for endowing Kansas communities, taking on leadership roles, and serving as a permanent source of funding for various community solutions, including those related to health and quality of life in Kansas.

As the organization continues to evolve and grow, the Board of Directors set the following strategic goals for KACF for 2021-2025:

1. SERVICES: KACF provides programs and services that meet the needs of members.
2. OPERATIONS AND FUNDING: KACF transitions from a fiscal sponsorship model to a financially sound 501c3 organization.
3. MARKETING: KACF is recognized locally, regionally, and nationally as a premier resource in the community foundation field.

KACF began to shift to a KACF-generated revenue model in 2016. Funding for KACF has come from member fees, donations, sponsorships, program fees, interest and dividends. KACF has also started an endowment.

Prior to hiring the first paid executive director in September 2009, KACF was run by a volunteer board of community foundation executives from across the state. There are currently ten Board Members – all of whom are recognized in Kansas and nationwide as community foundation experts. There are three committees: the Advocacy Committee, the Conference Committee, and the Marketing Committee, with a new Finance Committee to be formed in the near future. Additional task forces are formed as needed. There are three KACF regional volunteer liaisons working with community foundations throughout the state.

The addition of the Finance and Operations Manager position marks the second employee hired by the Kansas Association of Community Foundations.

Equal Opportunity Employer

KACF believes that equal opportunity for all members of staff is important for the continuing success of our organization. In accordance with federal, state, and local law, KACF will not discriminate against an employee or applicant for employment because of race, disability, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or non-job-related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

POSITION SUMMARY

Working remotely and reporting to the Executive Director, the Finance and Operations Manager will be responsible for administering the daily activities of the Kansas Association of Community Foundations and communicating with the Executive Director and Board in regard to those activities. These daily activities include, but are not limited to, fiscal management assistance, accounting and reporting, membership and program support, donor services assistance, administrative support and logistics.

Key Responsibilities

Duties include (but are not limited to):

Fiscal management assistance

- Assist in reaching KACF's strategic goals
- Participate in the budgeting process
- Organize and manage KACF's finances
- Monitor the financial health of the organization
- Produce financial reports
- Participate and advise in asset allocation and investments
- Participate and advise in revenue generation
- Help develop and implement creative solutions to ensure KACF's sustainability

Accounting and Bookkeeping

- Manage accounts receivable and accounts payable
- Record financial transactions in Intuit's Quickbooks for Nonprofits Online
- Interpret, classify, analyze, report, and summarize financial data
- Process vendor payments and ensure the collection of Form W-9 as required by the IRS
- Prepare deposits for membership
- Process transactions for conferences, CF Express Training, and other income-generating programs
- Ensure KACF runs payroll and payroll tax processing
- Process online gifts, outright gifts, and planned gifts
- Make entries to the database of donors and vendors
- Manage gift acknowledgements
- Manage KACF bank accounts
- Process KACF credit card payments
- Manage receipts, travel reimbursements, and logs
- Prepare monthly financial statements for the Executive Director and KACF Board to review
- Generate financial reports for grant applications
- Prepare financial grant reports as per grantors' requirements
- Prepare documentation for audits and Form 990
- Ensure submission of Form 990
- Prepare and submit state annual reports
- Ensure all federal, state and other legal documents are submitted
- Work with the Finance Committee, investment services providers, and auditors

Membership, Administrative, Logistics, and Program Support

- Manage membership, vendor, and donor database
- Monitor membership application submissions and payments, and follow up with members to complete the membership drive
- Assist with coordinating bulk mailings for an annual membership drive, and other KACF programs
- Manage membership logins to online resources
- Manage payments and subscription of users of CF Express Training and other revenue-generating programs
- Assist in CF Express Training client acquisition
- Oversee online payments and donations
- Assist in donor development
- Assist with the giving card program
- Organize annual conference supporter agreements and oversee payment processes
- Manage annual conference registrant payments and communication

- Support communication with and between the Executive Director and the Programming Consultant in connection with general conference duties
- Support the Executive Director in connection with KACF member meetings and Board meetings, and attend such meetings in person when requested by the Executive Director
- Assist with event logistics
- Provide administrative and clerical support to the Executive Director
- Coordinate physical mailings for the organization
- Digitize mail and documents, email correspondence, and other documentation to be sent to the Executive Director

Public Image Support

- Develop and maintain effective relationships with members, policymakers and resource partners
- Maintain timely and positive communications in response to inquiries to KACF
- Present a positive, professional image for the organization in all communications

Other duties as assigned by the Executive Director in support of KACF's mission and strategic goals.

CANDIDATE PROFILE

KACF seeks a professional with experience in nonprofit accounting and nonprofit business development who is dedicated to Kansas and is passionate about community philanthropy, preferably as demonstrated in volunteering and/or a career highlighted by service to the community.

Although not a requirement, a background in a local, regional, and/or national professional or affiliate association is highly desirable, either as a member or in a paid management capacity. Ideally, the candidate would be familiar with community foundations and would bring an understanding of the purpose, challenges, and opportunities related to community foundations. Experience in a nonprofit organization, particularly in a capacity working closely with a large membership and volunteer board of directors, would be helpful.

A successful candidate will need to demonstrate an ability to work independently and remotely after initial instruction from the Executive Director. Integrity, professionalism, adaptability, positivity, and expertise are five essential qualities, among others, that the candidate must possess. Exceptional planning and organizational skills are required. Attention to detail is a must. Initiative and a proactive mindset are necessary for this position as well as responsiveness, consistency, and superb communication skills. The ability to read, understand, and implement state and federal regulations related to non-profits, as well as policies and procedures as provided by KACF's governance and the Executive Director is essential. The ability to work on multiple priorities on parallel tracks is a must. In a fast-paced and highly-technological climate, it's essential that a successful candidate will be experienced and resourceful with technology.

EDUCATION, PROFICIENCIES, AND EXPERIENCE REQUIREMENTS

- A bachelor's degree in accounting, business or other related degree
- Minimum of five years of experience in nonprofit accounting and bookkeeping
- Comprehensive knowledge of nonprofit accounting standards
- Understanding of nonprofit business management and nonprofit law

- High proficiency in QuickBooks
- Proficiency in Microsoft Office applications
- Proficiency in Stripe, LinkedIn, and SurveyMonkey
- Ability to compile, communicate, and interpret reports
- Ability to navigate new technology and applications
- Strong verbal and written communication skills
- Ability to maintain positive attitude and be a team-player while working under the pressure of deadlines, changes in project priorities, and multi-tasking.

WORKHOURS

This full-time remote homebased position offers a flexible schedule. Weekend and evening hours are sometimes required. Occasional travel by automobile is anticipated, with some trips requiring overnight stays.

COMPENSATION

Commensurate with experience. Benefits include: health insurance, IRA contribution, paid vacation/sick leave and holidays, flexible schedule. Mileage is reimbursed at the standard federal rate.

The job description does not constitute a contract of employment and KACF may exercise its employment-at-will rights at any time.



Applicant's Q&A Sheet

	Questions	Fill in your short answers in column E; provide N/A if non-applicable to you	for KACF use only
1	First Name		
2	Last Name		
3	E-mail		
4	Phone number		
5	Kansas residency during employment (full address)		
6	Accounting degree		
7	Nonprofit accounting and bookkeeping experience		
8	High proficiency in Intuit's QuickBooks for Nonprofits Online		
9	Database management Experience		
10	Bulk mailing experience		
11	Understanding of nonprofit business management and nonprofit law		
12	Experience in preparing documentation for 990		
13	Experience in submitting state, federal, grant and other financial reports		
14	Payroll related experience		
15	Experience of working with auditors		
16	Experience of working with a finance committee		
17	Communication skills		
18	Salary expectations		
19	Benefits expectations		
20	Availability to work as a contractor during October - December 2020		
21	Availability to start full-time remote At-Will employment on January 1, 2021		