



CAMBRIDGE

Community Foundation

Chief Financial Officer
Cambridge Community Foundation
Cambridge, MA
<http://cambridgecf.org/>

Send Nominations or Cover Letter and Resume to:

Wendy Lazar
Senior Consultant
857-366-5419
wlazar@LindauerGlobal.com

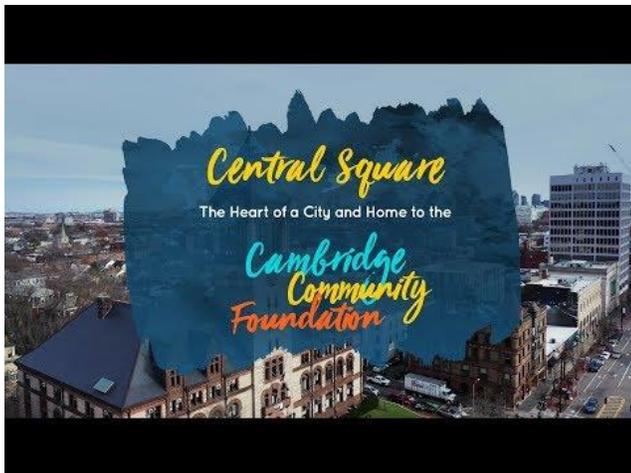
Libby Roberts
Senior Vice President
617-513-8129
lroberts@LindauerGlobal.com

The Opportunity:

This is a transformative period for Cambridge Community Foundation (CCF), an organization on the cusp of fully harnessing the unique energy and spirit of Cambridge, Massachusetts, to address its ambitions for shared prosperity, social equity, and cultural richness. Though Cambridge has deep intellectual capital, economic wealth, and a progressive, innovative culture; the city also has significant poverty and community challenges. The Foundation seeks a financial and operational leader who is inspired by the role that a thriving community foundation can play in the life of a dynamic and progressive city and who is excited about the challenge and the opportunity of unlocking untapped potential to address the community's compelling needs.

Reporting to and partnering with the President/CEO and serving as a key member of the senior leadership team, the Chief Financial Officer (CFO) will play a critical role in developing the "foundation of the foundation," and building a financial operation that enables the Foundation's impact and fuels its future ambitions. The CFO will be an advisor to the President, board of directors, and other stakeholders and will assess, shape, and execute financial planning, human resources/operations, analysis, budgeting, monitoring, and reporting that informs decisions and strategy. In conjunction with the board of directors and the budget, audit, and investment committees of the board, the CFO will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization. Within this growing community foundation, the CFO will provide a breadth of expertise, guidance, and supervision in the areas of financial and operational

strategy, budgeting, and forecasting, financial systems, reporting, analysis, and audit oversight and management. Given the Foundation's core funding and granting mission and its commitment to increasing community impact, this leader will also foster strong, sustainable approaches to fund management, investment administration, and donor and funder reporting.



View the video: CCF supports nonprofits in Central Square.

Cambridge Community Foundation is seeking a CFO who is eager to help transform this “100-year-old start-up” to fulfill its potential on behalf of the community.

This position will be a great match for an entrepreneurial, strategic, and effective financial and operational professional who is ready to make a difference and help transform a community foundation during a time of significant growth. The ideal leader will bring a significant track record in all aspects of building, strengthening, and growing the financial function of an organization.

The Role: Chief Financial Officer

CCF seeks an individual who brings broad financial leadership experience encompassing accounting, compliance, investment, and management. Managing a staff of one, the CFO will be a seasoned and mature leader with at least 8-10 years of organizational finance experience including gathering and evaluating financial information, building sustainable systems and infrastructure, and making actionable recommendations to senior leadership.

Key Responsibilities:

Financial Management

- Develop annual grants and operating budgets, manage financial process organization-wide, and provide ongoing fiscal and budgetary management.
- Oversee the preparation, review, and reporting of financial statements, and accompanying analyses, for management and Board, and in accordance with accounting, audit, and tax standards.
- Work with staff to improve policies and procedures regarding financial management and accounting, including cash and non-cash assets, internal control procedures, gift receipts, grant disbursements, A/P, administration of trusts, fiscal sponsors, administration of CCF's fee structure and spending policy, compliance with state and federal regulations, and audit and tax return preparation.

Operations and Human Resources

- Develop key operating metrics for board and staff; conduct and apply benchmarking.
- Serve as lead management person for Human Resources.

- Work with the CEO to annually review employee benefits and oversee their administration.
- Oversee financial and operational aspects of CCF's retirement plan.

Information Technology

- Work closely with colleagues to create an integrated systems approach for accounting, investment, fundraising, and donor relations.
- Oversee systems planning, budget, deliverables, and timelines to ensure that systems selection and implementation match expectations.
- Engage actively in implementation of new CCF system(s).

Investment Administration

- Ensure effective and proper administration and monitoring of CCF's investment program and that asset investments are consistent with terms of individual fund agreements and donor intention.
- Develop, implement, and manage policies and procedures for efficient and accurate communications and internal recordkeeping of investment portfolios.
- Work with Investment Committee, Board, and CEO to help shape appropriate spending and fee policies.
- Work with investment Committee to develop and implement new investment vehicles and programs to engage donors, such as socially responsible investments and program/mission-related investments; stay apprised of investment strategies for foundations.

Development

- Work closely with the Chief Development Officer, Development Committee, and colleagues to:
 - Build and maintain strong, accurate fund management and reporting systems for funders and donors.
 - Develop financial strategy for development, encompassing current gifts and asset building, to shape the fundraising business case.
 - Develop necessary financial strategy, policies, and infrastructure for planned giving.

Qualifications:

- Significant experience in managing financial and donor reporting, budget development and analysis, general ledger, and accounting for investments in a foundation or nonprofit environment.
- Demonstrated ability to effectively manage and function as a member of a team in a fast-paced work environment that sometimes requires "all hands" for priority circumstances.
- A deep-rooted personal interest in, and commitment to, working in a diverse and inclusive work environment that places a high value on equity; commitment to fostering a positive workplace culture of collaboration and respect.
- Excellent analytical and abstract reasoning skills; excellent organization skills.
- Ability to present and share information with board, leadership team, CCF colleagues, and external stakeholders.
- Significant experience with Excel required; familiarity with other accounting, investment, fundraising, and donor relations systems desired.

- Bachelor’s degree in Finance, Business Administration, or equivalent experience.
- Master’s degree, CPA designation, or professional certification preferred but not required.

Overview:

The Cambridge Community Foundation is the city’s local giving platform — built, funded, and guided by Cambridge residents since 1916. Cambridge Community Foundation is a convener and catalyst for transformative change:

As a civic leader — The Foundation offers an independent voice, convenes individuals and organizations, and commissions research to help identify priorities, set shared goals, spark innovative and effective solutions, and organize collaborations to pursue them.

As a grant maker — The Foundation funds nonprofit organizations and collaborative initiatives that work to preserve Cambridge’s strengths and address its current and future challenges.

The Foundation fosters the collective giving of thousands of generous donors and invests in organizations that provide social services, academic support, cultural enrichment, and economic mobility and opportunity.

As a philanthropic partner — The Foundation works with donors to help them address their charitable goals in Cambridge and beyond, and offers information, advice, and opportunities for collective impact.



The Vision for Cambridge:

Cambridge Community Foundation believes Cambridge should remain a bright beacon of:

Shared prosperity — where residents invest in each other’s economic potential; where poverty is reduced; and where children are equipped to succeed in a knowledge- and technology-driven economy.



Social equity — where there is equal justice; where no one goes hungry; and where everyone can afford a stable home.

Cultural richness — where diverse communities spark ethnic, spiritual, social, and artistic exploration; where innovation thrives; and where connections are deepened across neighborhoods and sectors and among residents.

Through collective giving and investments, the Foundation supports three visionary goals:

Shared Prosperity: *Education, employment, early childhood education, asset, and wealth creation;*

Social Equity: *Urgent needs, senior services, health, hunger, housing, and social services; and*

Cultural Richness: *Civic engagement, immigrants, arts, and culture.*

Cambridge Community Foundation's Impact in FY 2019:

- Invested **\$1.5 million** in grants to 150 nonprofits and scholarships supporting access to high-quality education, economic opportunity, stable housing, and cultural richness for all Cambridge residents.
- **Distributed \$255,000** in grants to four legal services organizations to help more local immigrants facing deportation. CCF also expanded the United Legal Defense Fund for Immigrants to include Somerville.
- **Funded the Family Independence Initiative (FII)**, which supports low-income families through social networks and flexible capital. FII launched a pilot with the Mass. Department of Transitional Assistance to evaluate its model for systems change.
- **Named five recipients** of the first-ever Social Innovation Award elevating creative, innovative ideas with local impact and the potential to scale nationally.
- **Helped save “Nonprofit Row”** from commercial development, rallying government leaders, nonprofits, and residents. The Cambridge Redevelopment Authority has purchased and preserved the building as a nonprofit hub.
- **Partnered with donors** on more than 90 funds that leverage collective giving and bolster social impact in diverse areas, both locally and beyond.

The Foundation maintains [over 90 named funds](#), which include endowment, donor advised, agency, and Board-established funds. The *Cambridge Endowment*, a collection of funds designed to provide long-term support for the community form the bulk of the Foundation's \$44 million asset base. It enables the Foundation to support approximately 150 nonprofits through two grant cycles each year for total giving each year of \$1.5 million in grants, which leverage an additional \$500,000 in DAF grants to area nonprofits and local causes, as well as to substantive issues such as income inequality, immigration, and climate change. The Foundation's civic leadership initiatives include research, donor and investor engagement, networking and conversation with experts and stakeholders, and providing community collaboration space. These activities promote stronger connections with residents and local nonprofits that reach deep into the community to change lives and support vulnerable populations and are captured in the [Foundation's Annual Reports](#).

An Inflection Point:

Cambridge is changing. Its rapid growth and prosperity, bolstered by long-standing institutions and the growing innovation economy, make the city a powerful global force. Yet many of its residents are getting left behind. CCF's recent centennial has created an opportunity to take the organization to the next level, adapting to the changes in the community, society, and technology. This new phase of growth will move the organization from one that quietly serves the needs of Cambridge's most vulnerable residents to also becoming a powerful connector, convener, and ultimate catalyst for change. The Foundation passionately believes in the power of philanthropy to change lives and build a stronger community. A foundation OF and FOR the community, the Cambridge Community Foundation is poised to reaffirm its value and its values.

Re-imagining the next 100 years:

CCF is a growing organization with a team of eight staff, three community fellows, a highly active and involved Board of Directors, and a growing Professional Advisors Council. Its next phase of growth seeks to be on the cutting edge of philanthropy and social change.

CCF is working toward:

- Becoming a place that authentically holds Cambridge values of intellectual curiosity, respect for diversity, and inclusion.
- Fueling transformative ideas and curating solutions that have a measurable impact on the city and its residents and offers solutions for other cities.
- Building a civic institution that is a knowledge hub of Cambridge, a “go-to” place for ideas, a neutral convener of thoughts/discussion, an independent voice, and a place for collaboration.
- Deepening CCF's presence in Cambridge by strengthening connections with Cambridge donors, the universities, tech and bio-tech business community, city residents, and those in need.
- Creating an institution that can sustain its power, prestige, and presence in Cambridge for generations to come by fostering local philanthropic giving and by building the Cambridge Endowment.

Leadership



Geeta Pradhan
President and CEO

Geeta Pradhan has dedicated her career to philanthropy, urban planning, and economic development. Under her leadership since 2015, CCF has become a premier local-giving platform, influential civic leader, and collaborative philanthropic partner with a vision of supporting social equity, shared prosperity, and cultural richness in Cambridge and beyond.

Prior to her work at CCF, Geeta oversaw the development of the Boston Foundation's strategic initiatives overseeing grantmaking in the areas of education, health, housing, economic development, and the arts, as well as a comprehensive multi-neighborhood strategy focused on equity and community development across Roxbury, Dorchester, and Mattapan in Boston. She has co-authored major research on the financial health of the Massachusetts nonprofit sector and led the development of Mass. Nonprofit Network and the Institute of Nonprofit Practice — two premier statewide nonprofit capacity and support organizations. Geeta co-founded the Boston Indicators project and co-authored several reports. Prior to that Geeta served in city government as the Assistant Director for Neighborhood Development from 1987 – 1994 and as Director for Sustainable Boston from 1994 – 2000. She studied architecture in India and holds a Master's degree in Urban Design from the Harvard Graduate School of Design.

Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

To learn more, call or write:

Wendy Lazar, Senior Consultant
857-366-5419

wlazar@LindauerGlobal.com

Or

Libby Roberts, Senior Vice President
617-513-8129

lroberts@LindauerGlobal.com

All inquiries will be held in confidence.

Setting the Standard in Nonprofit Talent

www.LindauerGlobal.com