



Title: Director of Finance and Operations
Job Classification: Full Time, Hourly
Location: Wenatchee
Reports To: Executive Director

Position Summary

The Director of Finance and Operations plays a pivotal role in advancing the Foundation's mission by ensuring sound financial management and effective operations that support charitable giving and strengthen communities across the region. Reporting to the Executive Director, this position oversees all accounting, investment, budgeting, and audit processes in accordance with GAAP and IRS standards. The Director also supports the Finance & Investment, Audit, and Governance Committees, providing financial analysis and guidance to uphold the Foundation's commitment to excellence, transparency, and community partnership.

Beyond finance, this role provides oversight for the Foundation's operations, technology, and human resources. Responsibilities include maintaining internal controls, managing insurance, contracts, and facilities, ensuring compliance with state and federal filings, overseeing IT systems and vendor relationships, and managing payroll, benefits, and personnel policies.

The Community Foundation of NCW values the relationships with its donors, nonprofits, professional advisors, volunteers, and our community partners across the region and is seeking a candidate who will represent the organization with professionalism, integrity, and a passion for community impact.

Preferred Qualifications & Skills

- 7-10 years of progressive experience in financial management, accounting, or operations
- Knowledge of fund accounting, GAAP standards, and IRS regulations for charitable organizations
- Ability to manage investments, budgets, audits and financial reporting with accuracy and transparency
- Skilled in organizational operations, including HR, contracts, and compliance
- Proficiency with financial software and data analysis tools
- Excellent leadership, communication, and collaboration skills, with the ability to explain complex information clearly

Finance

- Supervise investment management and investment activity, ensuring adherence to all investment policies
- Maintain relationship with investment consultants and financial institutions
- Monitor and report on investment activity and performance to Executive Director and Investment Committee, overseeing pooled fund performance
- Rebalance portfolios as needed
- Monitor cash flow requirements and approve transfer of funds
- Provide leadership and support to the Finance & Investment Committee and Audit Committee of the Board of Directors, including attending meetings, circulating materials
- Engage in financial analysis/forecasting processes
- Provide oversight for all aspects of fiscal management, establish and maintain accounting systems that comply with GAAP, meet audit standards and adhere to all IRS regulations.
- Ensure timely and accurate close of monthly books and day-to-day accounting activities
- Lead the annual audit process and Form 990 Preparation
- Develop annual operating budget and monitor actual results
- Key staff liaison with Investment and Finance committee to oversee & analyze investments
- Annual spending policy analysis and recommendations
- Oversee multiple real estate contracts
- Provide cash flow forecasts, variance reports, and related analysis
- Provide support to Development staff in evaluating and communicating donor charitable tax benefits and effectively explaining the options for donor selection of multiple pools for fund investments

Impact Investing

- Oversee the Impact Investing program, leading the Impact Investment committee in review, selecting and monitoring impact investments
- With Executive Director, monitor and maintain close relationships with investment partners and cultivate future potential partners (donors and borrowers) in the region
- Monitor investment performance and benchmarks
- Capture learning into ongoing program improvements
- Ability to model returns and recommend terms for potential program investments, adhering to the policy

Operations

- Work with Executive Director and Governance committee to ensure all Policies and Procedures are reviewed, renewed and followed
- Ensure internal controls to safeguard assets are followed and updated as necessary
- Review & update insurance coverage and renewals
- Ensure annual state and federal filings are completed for all CFNCW entities.
- Ensure accurate filing and systems are in place.

- Oversee office operations, facilities, contracts, leases, legal issues and insurance coverage

Technology

- Oversee Information Technology needs of the Foundation
- Identify and assess opportunities for system enhancements, leading the planning, implementation and training of new systems
- Work with external information technology vendor(s) to identify and establish comprehensive, competitive, effective and efficient cost-conscious systems.
- Maintain inventory of computer equipment, services, licenses; acquire hardware and software and arrange for installation as needed.

Personnel

- Oversee Human Resource function for the Foundation
- Manage and ensure compliance with personnel policies and procedures
- Maintain organized and accurate employee records, including employee files and benefit forms. Track and update employee census data.
- Inform, enroll and manage employee benefits and payroll paperwork as needed, including relationships with consultants and providers
- Orient and train new staff on computer network system including password security, log- on procedures and remote access
- Conduct a regular compensation analysis for all positions utilizing the Council on Foundation's annual Salary and Benefit Survey.
- Support Leadership Team in conducting annual performance evaluations and review of position descriptions
- Review timecards and approve payroll prior to processing
- Review, track and approve employee time off requests and sick leave bank records
- Confirm quarterly tax remittance, W2 and 1099 production from vendors
- Participate as member of Leadership Team to identify strategic priorities, support special initiatives and projects, model organizational values, develop team members, drive impact.
- Oversees and supervises software and accounting specialist.

Additional Details

- Full-time, hourly position with a pay range of \$60–65 per hour (\$125,000-\$135,000 annual equivalent)
- Full benefits, including health insurance, vacation, sick leave, holiday and retirement.
- Work schedule: In person at CFNCW office in Wenatchee

Working at the Community Foundation of NCW means joining a team dedicated to growing charitable resources and supporting strong, vibrant communities. Each day brings the chance to work alongside inspiring people, uplift organizations creating positive change, discover the history and legacies that shape our region, and witness the power of generosity across North Central Washington.

To apply please submit resume and cover letter to info@cfncw.org.