

## Director of Finance and Administration, Margulf Foundation

**Location:** Liz Aybar Conti, Denver, CO  
**Reports to:** Executive Director

### Margulf Foundation

The mission of the Margulf Foundation is to ignite a passion for learning in diverse education environments by supporting communities engaged in creative design. The Margulf Foundation has long been dedicated to supporting innovative approaches to education and family interests and is now poised at an exciting inflection point. With additional resources, the Foundation is ready to implement a strategy that positions the Foundation to deepen its impact and pursue its vision of transforming the education landscape by expanding learning opportunities for all children in Colorado and beyond.

### Role Overview

Margulf Foundation is looking for a highly skilled and experienced leader to serve as Director of Finance and Administration in this busy, growing Foundation. The Director of Finance and Administration is responsible for managing the Foundation's finance, accounting, human resources, and information technology functions. We are looking for a high-competency, senior professional with superior management skills, deep experience and expertise in finance, accounting, and administration, and a proven track record of success facilitating progressive organizational change and development. This role is ideal for someone who is looking to apply his or her understanding of financial management and experience with Foundation finance and accounting regulations in a high growth organization.

### The Person

**You are both a tactical and a strategic thinker.** You are able to move seamlessly between strategic thinking and tactical execution. You readily develop a to-do list for yourself and others in order to execute on an agreed upon goal. When goals are not clear, you shift easily to identifying the goal and strategy in order to determine how to move forward in the work.

**You have deep knowledge of finance and accounting.** Simply put, you know your stuff. Others frequently turn to you for support around business-related financial matters because they know you to be both knowledgeable and prudent. You seek opportunities to stay informed on matters that may impact your field.

**You love administration.** The idea of ensuring both human and financial resources are in place to get the job done excites you. You often find yourself thinking about the best way to (re)organize efforts you're a part of – even when you're not asked. You get excited to leverage technology and other tools to support a project's success.

**You organize, plan, and prioritize effectively.** You are adept at organizing yourself (and others when needed). You excel at planning, organizing, and budgeting in an efficient, productive manner. You continuously scan your to-dos for increasing and decreasing importance of issues. You can juggle multiple, competing requests and manage the details of complex, high stakes projects. You are readily able to identify the “highest and best use” of your time. Thus, you manage your own time extremely well and are clear about how long high impact work will take to complete.

**You are a strong communicator.** You use clear and concise language. Your writing and presentation is concrete and actionable. You use examples to back up your claims. You understand the context in which you are communicating, and can respond to emails, calls, and requests professionally and effectively, tailoring your message to a wide range of audiences.

**You have excellent judgment and are a problem-solver.** You can readily make sense of how complex

circumstances interact and choose the path most likely to achieve the outcome you seek. You often anticipate potential problems or challenges ahead of time and take steps to avert them. Your drive to deliver results means that you never let challenges stand in the way of getting to the goal.

**You embody professionalism and integrity.** You deeply understand the confidential and complex nature of the work and approach relationships through this lens. You are a model of professionalism and discretion and hold yourself to the highest ethical standards. You check your ego and your title at the door. People like being around you. You work to create an inspiring, enjoyable environment wherever you are.

## The Role

The Director of Finance and Administration will:

- Oversee financial health of the Foundation and directly manage and execute key accounting functions
- Work with Board Treasurer and investment committee closely to oversee the assets of the Foundation
- Provide timely accounting and financial reports to the Executive Director
- Communicate actions/decisions made with the Executive Director and the Board regarding the investment portfolio and ensure the Foundation operates under applicable laws and regulations
- Provide regular reporting of financials to the Board, which include grant status, allocation of assets, operating expenses, qualified expenditures vs. IRS requirement, distributions, etc.
- Oversee information technology support and grants administration systems
- Coordination with services providers related to investments, taxes, IT infrastructure, etc.
- Oversee all human resource needs for Foundation including employee benefits packages and staffing needs
- Determine with Executive Director if sufficient personnel are in place to protect the assets of the foundation including all bookkeeping and accounting services
- Be responsible for the management and distribution of all payments to employees and outside consultants/vendors

## Compensation

We offer a competitive compensation package, commensurate with experience. This could be either a part-time or full-time position and would begin in June 2018.

## Commitment to Diversity

*Margulf Foundation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff and contractors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.*

## To Apply

Interested applicants may submit a resume and cover letter to Erin Watts by emailing [erin.watts@impactforeducation.net](mailto:erin.watts@impactforeducation.net).