

**Job Description:
CHIEF FINANCIAL OFFICER**

POSITION DESCRIPTION

The Chief Financial Officer (CFO) serves as a key strategic partner to the North Texas Community Foundation CEO, Board of Directors, and executive leadership team in stewarding the financial strength and operational excellence of the foundation. The CFO is responsible for safeguarding the foundation's assets, ensuring compliance with all financial and regulatory requirements, and providing the strategy, leadership, and management necessary to support the organization's mission and long-term growth.

In addition to overseeing finance, investments, and risk management, the CFO has executive responsibility for Human Resources and Operations, ensuring the foundation attracts, develops, and retains top talent while maintaining efficient, high-quality systems and processes. This leader will build strong partnerships with staff, board members, donors, and external advisors, and will foster a culture of service, accountability, and continuous improvement. The role provides an exciting opportunity for an experienced, collaborative and results-oriented financial leader who is committed to our vision of strengthening our community and motivated by working with an organization experiencing significant growth and change.

ABOUT NORTH TEXAS COMMUNITY FOUNDATION

NTCF drives meaningful change through charitable investment. The Foundation helps donors meet the needs of our community by providing tax-efficient strategies to support the causes they care about most. We serve a network of generous individuals, families, and businesses intent on shaping the future of North Texas for good, forever. The Foundation holds \$650MM in assets, serves more than 300 local individuals, families and businesses, and granted \$47MM to high-performing nonprofits in 2024.

NTCF offers unique employment opportunities for individuals wanting to make a positive impact in our region. We provide an inclusive and team-oriented work environment, a competitive benefits package and professional development opportunities. We are designated as a "Best Place for Working Parents," and recognized by FW Inc. magazine as a "Best Company to Work For."

CORE RESPONSIBILITIES

FINANCIAL STRATEGY & LEADERSHIP

- Serve as a trusted advisor to the CEO and Board, providing clear financial analysis, recommendations, and insights to inform strategic decisions.
- Lead long-term financial planning and scenario modeling to support sustainability and growth.
- Translate complex financial information into accessible, actionable insights for non-financial stakeholders.

FINANCIAL MANAGEMENT & OPERATIONS

- Oversee all accounting, financial reporting, audit, and tax functions in accordance with GAAP and industry best practices of the industry.
- Ensure timely, accurate, and transparent reporting to the Board, committees, and fundholders.
- Develop and maintain effective internal controls, policies, and systems to protect assets and ensure compliance.
- Oversee budgeting, forecasting, and performance measurement processes.
- Provide leadership for operational excellence, including technology systems, facilities, vendor relationships, and administrative services.

TO APPLY: Please submit a cover letter and resume as a **single PDF** directed to Rose Bradshaw, President & CEO, at HR@NorthTexasCF.org. **Please place "NTCF CFO" in email Subject line.**

INVESTMENT MANAGEMENT

- Partner with the Investment Committee and external advisors to steward the foundation's \$650MM+ investment portfolio.
- Monitor performance, evaluate investment managers, and recommend adjustments to align with risk tolerance, return objectives, and mission goals.
- Support mission-aligned and impact investing initiatives as directed by the Board.

RISK MANAGEMENT & COMPLIANCE

- Oversee risk management strategies, including insurance, enterprise risk assessment, and compliance with applicable laws and regulations.
- Ensure compliance with IRS regulations for community foundations, including charitable giving, donor-advised funds, and endowments.

HUMAN RESOURCES LEADERSHIP

- Provide executive oversight of Human Resources, ensuring policies and practices align with organizational values and legal requirements.
- Champion a people-first culture that supports professional development and employee well-being.
- Partner with senior leaders to design and implement talent acquisition, retention, and succession planning strategies.
- Ensure competitive compensation, benefits, and performance management systems.

ORGANIZATIONAL LEADERSHIP

- Lead, mentor, and develop a high-performing finance, HR, and operations team.
- Foster a culture of accountability, service, and continuous improvement.
- Contribute as an active member of the executive leadership team to shape organizational strategy and culture.
- Represent the foundation with donors, community partners, and external stakeholders to build trust and confidence in financial and operational stewardship.

SKILLS AND COMPETENCIES

- 10+ years of progressive leadership experience across finance and operations.
- CPA, CFA or advanced degree in finance, accounting, HR, or business strongly preferred.
- Demonstrated success in managing complex budgets, financial operations, and large investment portfolios.
- Knowledge of nonprofit accounting, FASB standards, and IRS regulations governing foundations and charitable giving.
- Experience overseeing Human Resources and organizational operations, including policies, compliance, and systems.
- Excellent communication, relationship-building skills, with the ability to explain complex concepts to diverse audiences.
- Strong leadership, team management, and organizational skills, with a collaborative and mission-driven mindset.

BENEFITS INCLUDE:

- Competitive salary commensurate with experience
- Medical, dental, and vision insurance
- Paid vacation, sick leave, and personal time
- Flexible spending account or health savings account
- Traditional or Roth 403(b) with 5% employer contributions provided after six months
- Employer paid life and disability insurance

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