

OUR COLLABORATION PHILOSOPHY

At the Hawai'i Community Foundation (HCF), we believe that an organization's team as a "whole is greater than the sum of its parts" (Aristotle). To us, this means that we are committed to being a collaborative *'ohana* (family) that lives and actionizes our mission, respects and cares for each other, and innovates and learns together. We understand that we must rely upon all our individual strengths as we partner to provide excellent value and achieve effective results for our generous donors, community partners, and all of Hawai'i's people. We believe that equity across cultural and geographic communities is critical to our state's vibrancy.

POSITION SUMMARY

Like all HCF team members and volunteers, the Senior Vice President-Chief Financial Officer (Sr. VP-CFO) exudes the heart and passion for HCF's mission: to inspire generosity, advocate for equity, forge connections and invest in community to create a better Hawai'i. Specifically, the Sr. VP-CFO is responsible for all administration functions at the Foundation. Administrative functions in the areas of accountability includes facilities, finance, investments, and technology. The Sr. VP-CFO oversees the implementation of policies and procedures and ensures an efficient level of quality to support the foundation's operations.

Central to this role is supporting and ensuring all areas are aligned across HCF administrative departments utilizing strategic and innovative approaches to support the work of the foundation in accelerating Hawai'i Community Foundation's impact. As a member of the Executive Leadership Team, the Sr. VP-CFO will work in close collaboration with the CEO & President, the EVP - COO and the Sr. VP-GC. The Sr. VP-CFO will coordinate with HCF's SVPs and VPs to develop business financial strategies and solutions for current and new revenue growth and maximize internal efficiencies to drive positive outcomes for our community.

KEY PRIORITIES & RESPONSIBILITIES

Key responsibilities fall within primary areas of focus and are as follows:

Strategic Leadership and Management:

- Devises strategies and policies to meet foundation goals through a collaborative team approach with Executive Leadership Team.
- Responsible for providing integral support for HCF's organizational strategic financial planning and reporting process with emphasis on outcomes measurement and in support of a performance based human capital strategy.
- Oversee the overall planning, management and implementation of information and technology solutions at HCF to provide responsive and timely service to its customers and improve the efficiency of its operating processes and communications.



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- Introduce new and creative approaches to increase effectiveness and efficiency to support the growth of our community departments furthering the CHANGE Framework.
- Responsible for planning and preparing short- and long-term organizational financial projections and scenario planning in support of organizational policies, goals and objectives; develop, establish and analyze financial benchmark and performance standards.
- In collaboration with HCF's General Counsel, oversee and manage enterprise risk, its corresponding insurance program, internal controls and overall compliance with all regulatory and legal requirements.
- Directs and oversees overall management of HCF office facilities including lease negotiations, office equipment/supplies, maintenance, and safety. Facilitates inter-departmental activities and delegates responsibilities as appropriate.
- Compiles performance reports and reporting to the CEO and Board of Governors.
- Ensure all IRS laws, government regulations and applicable rules are met.

Stakeholder Engagement:

- Serve as a collaborative, supportive leader and peer to executive colleagues, contributing to a strong, positive culture on the Executive Leadership Team and the organization overall.
- Serve as primary staff liaison to the Finance & Audit Committee and its Investment Subcommittee of the Board of Governors. Work with the CEO & President to build compelling, effective agendas and presentations to update and engage the Board of Governors on HCF performance and sector-wide trends or issues that could impact operations.
- Present complex financial information to diverse audiences, including staff, board, individual and organization donors, and community stakeholders.
- Build trust, buy-in, and transparency with internal and external stakeholders regarding financial and operational decisions tied to the success of HCF's strategy and long-term health.

Leadership:

- Guide decision making to align with our strategy, proactively lead the resolution of strategic questions identified by staff and determine whether or how to course correct.
- Model optimal team behaviors including inquiry, learning, collaboration and a passion for and commitment to Hawai'i Community Foundation's mission.
- Partner closely with the management team to continue to evolve our organizational culture and build capacity for effective cross-team collaboration.



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Inspiring Community Engagement:

- Drive participation in Hawai'i Community Foundation's initiatives as investment opportunities for other funders (individuals, institutions, or public sector partners) meeting explicit fundraising goals to increase the resources available to support our core strategies and programs.
- Continue to deepen relationships with diverse community stakeholders (nonprofit, for profit and public sector leaders, other institutional and individual philanthropists, and public officials) to advance initiatives, partnerships and increase investments.

Oversee and Strengthen:

- Supervise, mentor, and motivate top performance and accountability of the Administration Group Management Team through shared strategies and clear communication of departmental and individual goals.
- Ensures the management and supervision of staff responsible for the administrative functions is effectively and efficiently meeting the needs of the foundation in its continual growth.
- Create and support a highly professional, outcome-oriented work environment.
- Lead and manage the team by developing action plans, schedules, and processes to achieve established milestones efficiently and effectively.
- Develop and maintain relevant departmental performance information to regularly report to both internal and external stakeholders.

POSITION REQUIREMENTS

The ideal candidate is a seasoned, strategic, and action-oriented leader who brings a deeply collaborative and highly entrepreneurial spirit to everything you do. One of the most important attributes you bring to the Sr. VP-CFO role, and to Hawai'i Community Foundation is a leadership commitment reflected in your demonstrated operations management track record.

The Sr. VP- CFO possesses exceptional written/verbal communication and interpersonal skills and can connect with a group of grassroots community partners as easily as you can with a group of technical advisors. You have a reputation as a strong team player known for your collegiality and predisposition to work collectively. You bring lessons from your experiences building relationships around shared goals and have deftly maneuvered across departments and divergent priorities in pursuit of a successful operational organization.

The Sr. VP-CFO brings strong networks and connections to leverage in support of Hawai'i Community Foundation's work locally. You are an adept systems thinker, able to identify emerging trends to help Hawai'i Community Foundation continue to refine its strategies within the CHANGE Framework to have maximum impact.



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The Sr. VP-CFO possesses the ability to simultaneously manage multiple, complex projects in a deadline-driven and high-achieving environment, and practices rigor, resourcefulness, collaboration, flexibility, creativity, and patience.

QUALIFICATIONS

Education & Experience

- Ten years' executive leadership or management experience in a large nonprofit or organization with a level of complexity and visibility comparable to that of HCF required.
- Bachelors in accounting or finance. Master's degree in accounting, Finance, or a related field preferred.
- Certified Public Accountant (CPA) required, with demonstrated experience in executive level financial leadership.

Skills & Competencies

- Possess executive level experience required in one or more the following disciplines: accounting, finance, investments, or information technology.
- Ability to manage a multi-disciplined work unit and its professional staff required.
- Able to oversee financial health of the organization and make strategic decisions to balance the needs of the organization and community required.
- Understanding of latest research and trends connected to areas with the ability to identify and actionize opportunities further positioning the foundational support of HCF required.
- Respectfully provide dissenting views and create an environment where others are also encouraged to do so.
- Demonstrated passion for the betterment of Hawaii and its people
- Knowledge, sensitivity, and understanding of the history and complexities of Hawaii's multicultural community
- Capable of thriving in a highly collaborative and flexible organization with an appreciation and respect for colleagues of diverse backgrounds and perspectives and an enthusiasm to continually shift and evolve to meet the needs of the community, clients, and donors
- Contribute to the broader leadership of the organization through active participation as a member of the Executive Leadership Team.
- Unquestionable integrity, with the ability to represent HCF credibly, professionally, and with a strategic senior leader vision.
- Proven success navigating and leading cross-functional partnerships to elevate organization efforts.



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Work Environment/Physical/Mental Demands

- Works under regular office conditions with the ability to work remotely/from home
- General office hours are M-F, 8:00 to 5:00 pm; flexible and extended hours are required.
- Required to travel as needed
- Ability to operate general office equipment including computer, copier, printers, fax etc.
- Ability to lift, carry, push, pull, up to 25 lbs. of general office material or equipment

NOTICE

This provides a general description of the common duties performed by a person in this position. It does not include every possible duty an individual in this position may be asked to perform and is not all-encompassing. Positions also may require "other duties as assigned" and such assignments are considered part of this position's assignment. This job description is provided as a general summary and does not constitute a contract for employment and does not in any way alter Hawai'i Community Foundation's employment "at-will" relationship with any employee in this position.

Target Annual Salary: \$200,000 - \$250,000

For detailed information, please visit <https://www.inkinen.com/hcf-srvp-cfo>