

HealthSpark Foundation
Director of Finance and Administration
Job Description

HealthSpark Foundation is a private, independent foundation whose mission is to achieve healthy, equitable, and hopeful communities throughout Montgomery County, PA. Since 2002, HealthSpark Foundation has supported and advocated for efforts to improve the health and wellbeing of communities throughout Montgomery County, PA.

We believe that philanthropy has a unique ability to call attention to community needs and opportunities, and to invest strategically in long-term solutions that will create a platform for positive change. Our work is guided by the principles of courage, justice, integrity, and hope. HealthSpark is a grantmaker, convener, and community partner, and its subsidiary, 2506, LLC, operates a multi-tenant nonprofit center.

We have a small staff that values teamwork and flexibility, helps each other succeed, and shares a deep dedication to our work, to the community, and to stewarding the Foundation's resources in the most effective ways possible. We take pride in giving our staff members opportunities to grow and to learn, which contributes to an ever-evolving, collaborative, and dynamic scope of work.

Position Summary:

The Director of Finance and Administration is responsible for leading the Foundation's financial and administrative strategy and proactively aligning all aspects of financial and administrative management with the organization's mission, guiding principles, and goals. The Director oversees the day-to-day administrative and financial operations of the Foundation and its subsidiary, 2606 LLC, and ensures compliance with all applicable laws and regulations. The Director supports sound decision-making by ensuring that all appropriate parties are well-informed about financial and administrative issues relevant to the Foundation and 2506 LLC.

The Director is responsible for cash and treasury management, risk management, HR and payroll/ benefits, and financial reporting, analysis, and compliance. The Director is also responsible for managing contracts that support the financial and administrative duties for the Foundation and 2506 LLC that are carried out by third party contractors, including accounting, IT, investment management, tax preparation and audit, and property management of the nonprofit tenant center. The Director of Finance and Operations reports to the President, CEO. This is a full-time, salaried position with fully on-site or hybrid options.

Major Duties and Responsibilities:

- In consultation with the President, CEO, lead in the development of financial and administrative plans and strategies that are consistent with overall organizational mission, guiding principles, and goals
- Manage cash and treasury for the organization, including compliance with the minimum distribution requirement

- Manage the annual budget process
- Manage annual tax filings and other compliance reporting
- Manage banking relationships
- Review and approve payroll
- Review and approve accounts payable bills
- Review monthly reconciliations; review financial statements and present to the Finance Committee
- Proactively communicate with the Foundation's Board of Directors regarding the financial position of the Foundation, including preparation of the quarterly Audit, Finance, and Investment Committee agendas and meetings and support preparation for bimonthly board meetings
- Oversee and manage contracts with outsourced providers (includes accounting, audit/tax preparation, property management, HR/payroll including benefits packages, investment manager, and information technology)
- Prepare dashboards of key performance indicators, as defined by the Board
- Manage grantmaking process in coordination with Program Officer
- Manage staff benefit programs (health, life & retirement plans; employee notices (workers' comp, 401(k), HSA benefits, etc.)
- Manage on-site office duties such as supply ordering, equipment maintenance, and mail
- Provide occasional on-site support for tenants and building visitors if needed, such as questions on use of community room, backup support for room reservation portal, additional communication with cleaning service, etc.

Other job functions may be assigned or changed by the foundation. The general and specific responsibilities and requirements of the Director of Finance and Administration may also change periodically.

Qualifications and Skills:

- Progressive experience with financial reporting, analysis, and presentation
- Experience reviewing and managing contracts
- Experience managing business risk
- Strong communication, collaboration, and project management skills
- BA/BS degree, or an equivalent level of hands-on experience
- Facility with database management systems, Microsoft Outlook, PowerPoint, Word, and Excel; Quickbooks Online; accounting systems such as Bill.com
- Agility and ability to quickly pivot and thrive in a fluid environment; ability to work both independently and collaboratively within a team
- Flexibility in scheduling for periodic night or weekend meetings, events, as well as occasional overnight travel
- Strong planning and organizational skills with high attention to detail, accuracy, protocols, and deadlines; ability to manage and complete multiple projects, troubleshoot, establish and act upon organizational priorities while meeting short- and long-term deadlines with a variable workload

- Commitment to social and racial justice and to supporting a diverse, equitable, and inclusive organization
- Demonstrated sensitivity to the power differential inherent in the funder-grantee relationship as well as the ability and the willingness to manage such relationships properly, professionally, respectfully, and ethically
- Valid driver's license and insurance for site visits and meetings
- Ability to manage confidential information with discretion

Salary and Benefits:

- **Salary Range:** The range for the position is \$120,000- 130,000
- **Benefits:** Employer pays 100% of premiums for health and dental benefits of employees and 75% of premiums for spouses and children. Employer pays 100% of life and disability insurance. 18 days PTO, 11 paid holidays plus paid vacation the days between Christmas and New Year's Day.
- **Location:** This position may be fully on-site or hybrid on-site/remote. If hybrid, the employee will be expected to be present in the office on Mondays and Wednesdays, unless other arrangements are approved by the CEO.
- **FLSA Status:** Exempt

To apply, please send a cover letter and resume to:

Emma Hertz
President, CEO
HealthSpark Foundation
ehertz@healthspark.org

The position will remain open until filled.