



Chief Financial Officer (CFO)

Central Carolina Community Foundation

Location: Columbia, SC | **Position Type:** Full-time, Exempt

Reports To: President & CEO | **Supervises:** Director of Finance

Position Summary

The Chief Financial Officer (CFO) is a key member of the senior leadership team, serving as the Foundation's chief financial strategist, steward of assets, and operational leader for finance and administration. Reporting to the President & CEO, this position ensures the Foundation's financial integrity, transparency, and operational excellence.

The CFO manages a mature, high-performing finance function that supports the Foundation's \$275 million in charitable assets and more than 500 funds. The CFO guides financial strategy, oversees investments and audits, manages financial systems and controls, and ensures that operations are efficient, secure, and aligned with Central Carolina Community Foundation's mission of connecting and mobilizing people and resources to strengthen our community.

The ideal candidate is a credentialed, experienced financial executive who can step confidently into the role, lead with integrity and precision, and serve as a trusted advisor to the President & CEO, Board of Trustees, and staff.

Key Responsibilities

Financial Strategy & Leadership

- Serve as the Foundation's senior financial officer, implementing fiscal and investment policies established by the Board and advising on policy updates as needed.
- Partner with the President & CEO and senior leadership team to align financial planning with strategic priorities and community impact.
- Prepare, analyze, and present financial statements, forecasts, and performance dashboards in compliance with GAAP and nonprofit accounting standards.
- Lead the annual budgeting process; monitor performance; and provide timely variance, trend, and scenario analyses.
- Ensure accurate fund accounting for all Foundation funds, including donor-advised, scholarship, designated, and agency funds.
- Manage relationships with investment consultants and oversee performance of pooled and segregated portfolios.
- Coordinate annual audits, tax filings (including IRS Form 990), and all compliance requirements in collaboration with external auditors.
- Provide clear, actionable financial insights to the President & CEO, Board of Trustees and its committees, and fundholders.
- Oversee cash flow and liquidity management, ensuring balance between operational needs and investment returns.
- Oversee the acceptance, management, and disposition of non-cash charitable assets—including real estate and other illiquid gifts—in alignment with Foundation policies, ensuring due diligence, accurate valuation, risk mitigation, and timely liquidation or transfer of proceeds to charitable funds.

- Provide support to the Community Investment Team by forecasting grant and scholarship dollars available in alignment with fund performance and spending policy, translating forecasts into budgets, and providing ongoing financial guidance including for grantees.

Operations & Administration

- Maintain strong internal controls, accounting policies, and operational systems that ensure accuracy, efficiency, and risk mitigation.
- Oversee financial software and systems (Foundant C-Suite or equivalent), ensuring effective integration with donor, grantmaking, and reporting platforms.
- Negotiate and manage leases, service contracts, and vendor relationships.
- Collaborate across departments to improve operational processes, increase efficiency, and enhance accuracy of financial and administrative data.
- Serve as staff liaison to the Asset and Audit Committee, ensuring clear communication and thorough documentation.

Human Resources & Payroll Oversight

- Supervise outsourced payroll and benefits administration to ensure compliance, accuracy, and confidentiality.
- Support implementation of employee benefit programs and assist the President & CEO with HR policy and compliance oversight.
- Oversee staff in finance and administrative roles, ensuring clarity of responsibilities, performance accountability, and professional growth.

Governance & External Relations

- Prepare and present financial materials to the Treasurer and for meetings of the Board of Trustees, Executive Committee, and Asset and Audit Committee.
- Act as primary liaison with investment managers, trust officers, banks, auditors, and other financial partners.
- Support fundholder and donor relations through timely, transparent, and accurate reporting and communication.
- Represent the Foundation in community and professional settings, promoting trust, stewardship, and transparency.
- Collaborate with the President & CEO and Advancement team to communicate the Foundation's financial stewardship and investment performance to prospective fundholders and advisors, helping to strengthen donor confidence and attract new charitable funds.

Organizational Leadership & Culture

- Contribute to strategic planning and organizational development as a member of the senior leadership team.
- Model the Foundation's values of community, collaboration, connection, and trust.
- Participate in Foundation events and community activities.
- Foster a culture of operational excellence and continuous improvement across the Foundation.



Qualifications

- Bachelor's degree in Accounting, Finance, or related field required; Master's degree in Business, Public Administration, or Finance preferred.
- CPA designation strongly preferred (active or inactive).
- Minimum of 8–10 years of progressive financial leadership experience, including at least five years at the director or CFO level.
- Deep understanding of nonprofit accounting, GAAP, FASB standards, and fund accounting principles.
- Experience managing audits, investments, budgets, and financial reporting for a complex organization with multiple funds or revenue streams.
- Demonstrated success leading teams and improving financial systems, controls, and operations.
- Exceptional analytical, organizational, and communication skills; ability to present complex financial data clearly to non-financial stakeholders.
- High ethical standards, professional judgment, and a commitment to the mission of community philanthropy.
- Experience with Foundant or similar fund-accounting software preferred.
- Valid driver's license and reliable transportation required.
- Must be able to pass a criminal background check.

Salary & Benefits

- Salary: Competitive salary commensurate with skills, experience, and industry standards.
- Benefits: Comprehensive medical, dental, and vision insurance; short- and long-term disability; life insurance; health savings account; and a 6% retirement contribution from Central Carolina Community Foundation (employee match optional).

How to Apply

- Email résumé and cover letter to georgia@yourfoundation.org with subject line: Chief Financial Officer

About Central Carolina Community Foundation

Central Carolina Community Foundation is a public foundation with assets of \$275 million and over 500 charitable funds. The Foundation serves 11 counties in the Midlands of South Carolina through grants and scholarships, promotes giving to nonprofits through Midlands Gives, and supports statewide philanthropic initiatives including the One SC Fund. Learn more at www.YourFoundation.org.

Central Carolina Community Foundation is an equal opportunity employer. There is no discrimination regarding hiring, assignments, promotion or other conditions of staff employment because of race, creed, color, religion, veteran status, national origin, age, sex, marital status, sexual preference or a disability not pertinent to the assigned job. Central Carolina Community Foundation uses E-Verify to verify employment eligibility for everyone they hire.