



CHIEF FINANCIAL OFFICER

EAST BAY COMMUNITY FOUNDATION

Founded in 1928, East Bay Community Foundation (EBCF) is one of the nation's first community foundations. Named the country's "boldest" community foundation in 2019 by Inside Philanthropy, EBCF is committed to advancing an inclusive, fair, and just East Bay through four core program strategies:

Arts and Culture for Social and Racial Justice: Storytelling, the arts, and cultural practices have always been important tools for survival, healing, and resistance. These creative expressions build community resilience and power and give voice, agency, and visibility to communities most harmed by oppression.

Capacity Building with a Racial Equity Lens: EBCF is helping to strengthen organizations and the people who lead them, working to change systems in communities that have historically received little support. We want to ensure that organizations have the sustained investments and resources they need to eradicate systemic and institutional racism.

Community Organizing, Power Building, and Movement Building: We believe that social movements led by communities most impacted by injustice are the most effective drivers of change. We resource BIPOC-led groups and serve power-building organizations through long-term trust-based partnerships.

Fostering Inclusive Economic Models: We address racial and economic inequities in our region through work in three areas- entrepreneurship & business ownership as pathways to wealth building; workers' rights and protections; and impact investing.

With a geographic focus on Alameda and Contra Costa counties, EBCF works so that everyone has the economic freedom to dream, heal, and belong. We advance our work through leadership, grantmaking, impact investing, and building solidarity between donors and community. We commit to deploying all our resources in service of our mission and pushing beyond industry norms to offer uniquely impactful opportunities for our fund advisers to build a just East Bay for all. EBCF manages more than 500 funds, with total assets in excess of \$600M. These include donor-advised funds, scholarships, field of interest funds, supporting organizations, and nonprofit endowments. Joining EBCF means a commitment to advancing racial equity and transforming political, social, and economic realities. We do this by cultivating spaces that center joy and creating opportunities for dreaming, ensuring that everyone who calls the East Bay home will have the freedom to thrive for generations to come.

For more information on East Bay Community Foundation, please visit ebcf.org.





THE CHIEF FINANCIAL OFFICER POSITION

East Bay Community Foundation (EBCF) is seeking an experienced, strategic, and mission-driven Chief Financial Officer (CFO) to lead the organization's financial operations during a pivotal time of growth and transformation. As a key member of the Executive Leadership Team, the CFO will provide visionary leadership for the finance function while actively contributing to the Foundation's overall strategy and sustainability. Reporting to the President & CEO, the CFO oversees the Foundation's financial functions, including financial strategy, budgeting, forecasting, accounting, investments, reporting, and compliance. The CFO also manages the Finance and Grants Management teams, ensuring EBCF's financial health and operational excellence while overseeing the investment function, collaborating closely with EBCF's Investment Managers. The CFO will support and work with the Audit, Investment, and Finance committees of the Board.

The CFO will be pivotal in developing and executing financial strategies that enable EBCF to become the foremost philanthropic institution committed to ensuring community organizations receive ongoing investments and resources to eliminate systemic and institutional racism while fostering a lasting impact in the communities they serve. The perfect candidate will demonstrate a strong passion for promoting EBCF's mission and the financial expertise required to effectively manage substantial philanthropic assets.

KEY STRATEGIC OBJECTIVES

Strategic Objectives and Priorities:

Within the first 18 months of starting, the CFO should prioritize the following:

- Develop, in collaboration with the executive leadership team, and implement innovative financial models and systems that enhance the Foundation's sustainability and impact.
- Implement innovative financial programs, such as creating special funds and providing additional revenue-generating services, to shape the financial future of EBCF, which is committed to promoting equity and social impact in the East Bay area.
- Oversee the implementation of the new financial management system and ensure that the system supports the strategic growth of the organization.
- Create and guide a robust financial team and grants management team that drive and enhance operational excellence.
- Design and implement processes, practices, and tools that ensure financial hygiene and effective risk management.
- Collaborate with dynamic leaders and community partners to create meaningful change and access to grant opportunities to support the economic growth efforts of the non-profit sector.

Essential duties and responsibilities:

Leadership and Team Building

- Build, mentor, and lead high-performing financial and grants management teams, fostering a culture of excellence, collaboration, and innovation.
- Establish clear goals, professional development opportunities, and a supportive environment to ensure team success.
- Enhance operational efficiency and effectiveness within the finance and grants management functions to meet the evolving needs of the Foundation.
- Partner with the CEO and COO to lead and contribute to developing an organizational culture of excellence and accountability through clear governance structures, performance management systems, and transparent decision-making.

Strategic Financial Planning

- Partner with the Executive Leadership Team to develop and execute a comprehensive financial strategy that supports the organization's mission and long-term goals.
- Lead the creation of a robust financial model that ensures financial sustainability and aligns with the Foundation's strategic objectives.
- Participate actively in organizational strategic planning, bringing financial insights and data-driven recommendations to the process.

Financial Systems and Operations

- Design, implement, and oversee financial systems that support the complexity of EBCF's operations, including donor-advised funds (DAFs) and grantee programs.
- Ensure financial systems and processes are scalable, transparent, and aligned with best practices in nonprofit financial management.
- Provide timely and accurate financial reports to the Board, Executive Leadership, and other key stakeholders.



Compliance and Risk Management

- Ensure adherence to all legal, regulatory, and ethical standards related to nonprofit financial management, grants management, and donor fund administration.
- Identify and mitigate financial risks to safeguard the Foundation's resources and reputation.
- Collaborate with external auditors, legal counsel, and investment managers to ensure robust oversight and accountability.

Stakeholder Engagement

- Serve as a trusted advisor to the President/CEO, Board of Directors, and Finance and Audit Committees and a partner to the COO on financial matters.
- Collaborate with donors and fundholders to ensure transparency and alignment between donor intent and the Foundation's strategic goals.

THE IDEAL CANDIDATE

East Bay Community Foundation (EBCF) is looking for an accomplished finance executive who is eager to leverage their skills for greater social impact. The ideal candidate is eager for an opportunity that combines strategic financial expertise with a strong commitment to community transformation. They blend visionary ideas with practical operational experience and excel at uniting teams around shared objectives. This leader embodies integrity, fosters collaboration, aligns with EBCF's values of inclusion, innovation, and impact-driven philanthropy, and is driven by the opportunity to shape the future of philanthropic giving while upholding the highest standards of professional integrity and accountability.

The ideal candidate will personify the following areas of expertise and attributes:

Background & Experience

- **Advanced Credentials are preferred:** An MBA, CPA, or both, underlining strong technical and strategic financial foundations.
- **Sector-Specific Expertise:** At least 7-10 years of senior-level financial management experience in the nonprofit or philanthropic sector; direct community foundation experience preferred. Experience working with boards, particularly investment and audit committees, to ensure transparency, accountability, and effective oversight.
- **Financial Analysis & Modeling:** Exceptional analytical skills in financial planning, forecasting, and modeling, enabling data-driven decision-making.
- **Financial Strategy:** Proven ability to integrate financial planning and develop and implement financial strategies that align with organizational goals, ensuring long-term sustainability and driving meaningful community impact.
- **Banking & Investment Acumen:** Demonstrated success working with banking and investment industries, including employing Environmental, Social, and Governance (ESG) criteria for socially responsible strategies.
- **Financial Systems Literacy:** Proven ability to assess, optimize, and integrate technology, financial systems, and processes to enhance operational efficiency and financial management.

- **Philanthropic Vehicles & Accounting:** Understanding of fund accounting, nonprofit accounting principles, donor-advised funds, and multiple giving vehicles—such as trusts, legacy gifts, and physical property gifts. Demonstrated success in managing complex financial portfolios, including endowments and investments.
- **Contracts & Compliance:** Experience negotiating contracts, leases, and corporate agreements, as well as knowledge of lobbying and advocacy standards and rules.
- **External Partnerships:** History of hiring and managing outside consultants, advisors, and investment managers.

Key Leadership Attributes

- **Passion for Racial Equity & Social Justice:** Demonstrated commitment to inclusive practices and outcomes, fostering social equity, economic opportunity, and equitable solutions within both the organization and the community.
- **Entrepreneurial Mindset:** Adept at identifying innovative opportunities, leading change initiatives, and driving fresh thinking around revenue and business models, financial growth, and community impact.
- **Results-oriented leadership:** Proven ability to guide teams to develop data-driven, collaborative, and effective solutions, ensuring alignment with broader organizational goals.
- **Exceptional Communication & Relationship Building:** Skilled at conveying complex financial concepts clearly and cultivating trust across stakeholders, from Board members to community partners.
- **Organizational Development:** A track record of building, mentoring, and inspiring teams toward high performance, accountability, and continuous improvement.

COMPENSATION, BENEFITS, AND WORK ENVIRONMENT

The salary range for this position is **\$200,000 - \$225,000**, commensurate with experience.

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with a 5% employee match, group term life insurance, disability insurance, 15 days of paid time off in years 1-3, 20 days in year four and thereafter, sick leave, and 16 paid holidays per year. Plus, Health Care and Dependent Care Flexible Spending Account, an Employee Assistance Program, an annual professional development budget, commuter benefits, and a matching gifts program.

This position is full-time, exempt, and requires a minimum of one day per week onsite.





HOW TO APPLY

The Chief Financial Officer search is being conducted on a state-wide basis by The Byers Group. First consideration will be given to applications received by **March 14, 2025**. To apply for this outstanding opportunity, please electronically submit your resume and letter of interest to The Byers Group at EBCF.CFO@byersgroupca.com. The letter of interest should outline your interest in the role and your relevant accomplishments. Please provide two examples of why you would be a strong candidate and the key attributes you would bring to this position. The position will remain open until filled.



THE BYERS GROUP

EXECUTIVE SEARCH AND C-SUITE CONSULTING

CONFIDENTIAL INQUIRIES ARE ENCOURAGED AND CAN BE DIRECTED TO:

Ms. Brett Byers
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323-403-8279

Ms. Christine Boulware
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312-391-6098

East Bay Community Foundation (EBCF) is an equal-opportunity employer committed to racial justice and equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.

