



Chief Financial Officer / Senior Director of Finance

Type: Full-Time

EMPLOYER: Naval War College Foundation, Inc.

LOCATION: Newport, RI; In-person (not remote)

SALARY/BENEFITS: Competitive; commensurate with skills and experience

CLOSING DATE: When filled

CLIENT: U.S. NAVAL WAR COLLEGE (USNWC):

As the U.S. Navy's "Home of Thought," the USNWC educates and develops competent and ethical leaders, supports combat readiness, strengthens global maritime partnerships, helps define the future of the Navy service branch, and contributes original strategy and legal research to the national and international communities.

The USNWC has trained more than 50,000 U.S. and international military officers and hundreds of federal civilian executives across its colleges and various academic centers. Whether students are enrolled in a 10-month resident program or its College of Distance Education program worldwide, they benefit from the USNWC's world-class faculty, rigorous curriculum, practical field study and research opportunities, and interactive wargaming experiences.

EMPLOYER: NAVAL WAR COLLEGE FOUNDATION (NWCF):

The NWCF was created in 1969 by forward-looking, community-minded individuals whose goal was to contribute to the educational excellence of the USNWC. Powered by its generous members and donors, the NWCF provides critical funds needed to support the USNWC's unique ability to develop military and civilian leaders who are:

- Skilled in the strategic and operational challenges of today and tomorrow;
- Dedicated to preserving national security and a global position of leadership; and
- Adept at navigating the challenges of war and the prevention of war.

The NWCF's investment in the USNWC helps to protect our leaders' abilities to navigate conflict and negotiate for peace. It is an investment in a nation and a world that is safer and more enriching for everyone.

THE OPPORTUNITY:

The NWCF seeks a proactive, thoughtful, and analytical Chief Financial Officer / Senior Director of Finance with a strategic mindset, direction, and leadership skills needed to leverage and build upon a highly engaged Board of Trustees, strategic plan, mission, and investment portfolio.

POSITION OVERVIEW:

Reporting to the President & CEO and assisted by an Accounting Associate and Office Administrative Assistant, the Chief Financial Officer / Senior Director of Finance will be responsible for oversight of all finance, accounting, and reporting activities of the NWCF, a non-profit 501(c)3 organization created in 1969 to support the USNWC located in Newport, RI. These areas include business planning, budgeting, cash management, financial and tax reporting, annual audit, human resources support, payroll and benefits management, and information technology (IT) employment and lifecycle management.

The Chief Financial Officer / Senior Director of Finance will present to and interact with a diverse and astute Board of Trustees comprised of corporate executives and philanthropists. He/she will support the Board of Trustees Treasurer and Finance, Investment, and Audit Committees by preparing and presenting quarterly reports and financial projections.

The Chief Financial Officer / Senior Director of Finance will lead all day-to-day financial operations of an annual budget of approximately \$4 million and an endowment valued at approximately \$70 million, including functional responsibility over accounting procedures, internal controls, accounts payable, accounts receivable, payroll, and grant administration. The Chief Financial Officer / Senior Director of Finance will ensure that the NWCF has the systems and procedures in place to support compliance with appropriate General Accepted Accounting Principle (GAAP) standards and regulatory requirements.

Core Responsibilities:

- Skillfully handle all finances, including multiple revenue streams and investment accounts and vehicles, including multiple endowment funds;
- Develop and manage multi-year operating and capital budgets and establish a detailed financial plan for the NWCF;
- Provide comprehensive monthly and quarterly financial reports for the NWCF's leadership team, including the Finance, Investment, and Audit Committees, along with the Board of Trustees;
- Oversee the preparation of IRS Tax Form 990 with supporting documentation and compliance reviews of internal controls to ensure a successful annual audit;
- Manage outside consultants, including auditors and investment managers;
- Lead and manage an Accounting Associate and Office Administrator, providing oversight of the day-to-day functions, including counsel on critical issues affecting a NWCF combined workforce of approximately 15 full- and part-time staff;
- Support the P&CEO and Chairman of the Board on issues involving finance, investment, budget and strategic planning;

- Manage and track the performance of invested assets in keeping with the policies and investment guidelines of the Foundation; and
- Foster an ethical culture of accountability to emphasize the critical importance of maintaining the highest ethical standards of performance in accordance with all applicable laws, regulations, statutes, and best practices.

Essential Knowledge, Skills, and Experience:

- A Bachelor's degree. MBA, CPA, or other relevant Master's degree (preferred).
- 10 years of experience in financial management with at least 3 years in a senior role leading a finance/accounting function; a mix of for-profit and non-profit experience preferred.
- Demonstrated strong financial and budget management, including budget development and cash flow management, particularly in a non-profit setting.
- Knowledge of legal and regulatory compliance in a non-profit context and familiarity with for-profit financial operations.
- A flexible, growth mindset with a keen interest in creating innovative solutions to optimize organization functions.
- Comprehensive data analysis, interpretation, and account reconciliation skills versus simple reporting.
- Strong communication skills, including experience in presenting key data and complex financial concepts and reports to experienced financial managers.
- Advanced experience with information technology and proficiency in managing relationships with software vendors, advanced accounting and reporting software knowledge, strong experience with Google Workspace and Microsoft Office Suite, especially Excel, and extensive spreadsheet experience.
- In-depth experience with Blackbaud Raiser's Edge and Financial Edge software tools for financial and grant management is a must.

Travel: Occasional domestic travel is required for meetings, conferences, fundraising events, and activities.

Physical Demands: Ability to stand for periods of time; ability to move freely about buildings and campus unassisted; ability to lift, carry, push, and pull up to 25 pounds with or without accommodation.

SECURITY SENSITIVE: Yes

Qualified applicants should email a cover letter and resume to careers@nwcfoundation.org. When responding via email, please reference **CHIEF FINANCIAL OFFICER / SENIOR DIRECTOR OF FINANCE** in the subject line. Please submit documents in Rich Text (.txt), Word document (.doc), or Adobe Portable Document Format (.pdf). Every effort will be made to acknowledge documents submitted by applicants via email.

NO PHONE CALLS PLEASE