

This search ended in February, 2009, with the appointment of Janice Thomas, formerly chief financial officer of the National Housing Conference, the Center for Housing Policy, and the Freddie Mac Foundation.

Job Announcement

Consumer Health Foundation Director of Finance and Administration (Washington, DC)

(Posted: December, 2008)

The Consumer Health Foundation in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager to serve as director of finance and administration. This is an exceptional opportunity for an individual to be part of the senior management team of a progressive grantmaking foundation with a budget of \$3 million and seven full- and part-time staff. Applications will be accepted until this search is completed.

The Organization

The Consumer Health Foundation (CHF) is a private foundation whose mission is to improve the health of Washington, DC area communities – particularly the most vulnerable members of these communities – and to support activities that enable people to be more actively involved in their own health. The Foundation is especially committed to reducing the racial, ethnic, and socioeconomic health disparities that exist in accessing health care and health outcomes. As part of its work, the Foundation provides grants to local grassroots and community-based organizations in the metropolitan Washington DC area that focus on health and healthcare.

Created from the profits of the sale of the nonprofit health maintenance organization Group Health Association to Humana, Inc., Consumer Health Foundation currently has an operating budget of \$3 million (most of which is for grants). The staff is led by Margaret O'Bryon, who has been president and CEO since the Foundation began operations in 1998.

For more information about the Consumer Health Foundation, please go to www.ConsumerHealthFdn.org.

The Position and its Principal Responsibilities

The position of director of finance and administration is open due to the retirement of Joyce McCannon, who has been with the Foundation since 1998. Reporting to the president and CEO, the new director's key responsibilities include:

1. Overseeing the financial management of the foundation, including establishing and monitoring the annual budget. An immediate priority will be to write an accounting policies and procedures manual. CHF currently uses QuickBooks; it also outsources some of its accounting and bookkeeping, under the supervision of this director.

2. Monitoring investment performance. The investment portfolio is managed by an outside investment advisory firm, in consultation with the board finance committee. This director is not expected to make investment decisions.
3. Providing staff and board with financial projections based on sound models, especially related to different outcomes in investment performance.
4. Serving as CHF's human resources specialist, responsible for establishing and implementing appropriate policies, and overseeing employee benefits.
5. Overseeing office management and information technology. (The Foundation has a contract with an outside firm to serve its IT needs; this director would oversee that contract.)
6. Staffing some board committees and attending and participating in board meetings (many of which are held after normal work hours).
7. Along with the president and the senior program officer, serve as part of the three-person senior management team. Since the senior program officer works part-time, and the president spends some of her time outside the office maintaining relationships with other organizations in the Washington metropolitan area, the director of finance and administration plays a lead role in the day-to-day operations of the organization.

Desired Skills and Characteristics

The director of finance and administration should have the skills to carry out the responsibilities listed above.

In addition, it would be desirable if the person:

1. Is knowledgeable about small organizations and/or nonprofit organizations, including grantmaking foundations.
2. Is knowledgeable about the Washington, DC, metropolitan area.
3. Is fully comfortable with a hands-on job since much of the finance and administrative work will be carried out by this director, with the help of two other staff members (who also have other responsibilities within the office) and some part-time contractors.
4. Is collegial and open. The director of finance and administration must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative.
5. Is deeply interested in the mission of the Foundation.

Compensation

Salary will be commensurate with experience and qualifications. The Foundation offers a generous benefits package.

To Apply

Please **e-mail** 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO
 Slesinger Management Services
 301-320-0680

E-mail: Larry@SlesingerManagement.com (Please include "CHF" in subject line; attached files in Microsoft Word or PDF only)