

(This search ended in March, 1999, with the appointment of Kristen Conte, vice president of finance and administration for the National Environmental Education and Training Foundation (NEETF).

Job Announcement

Eugene and Agnes E. Meyer Foundation Director of Finance and Administration

(Posted: January 27, 1999)

As a result of rapid growth in recent years, the Eugene and Agnes E. Meyer Foundation is creating a new senior-level position to provide the organization with greater capacity in financial management and internal administration. The Foundation invites applications from and nominations of candidates with the skills and experience described below.

The Foundation

The Meyer Foundation is one of the largest and most influential grant-making foundations in Washington, DC. Founded in 1944 by Eugene Meyer, owner and publisher of *The Washington Post*, and his wife Agnes E. Meyer, the Foundation enters 1999 with assets of \$150 million and a staff of 14. Its operating budget in 1999 is \$9.6 million, which includes \$7 million in grants to nonprofit organizations in metropolitan Washington, \$1.1 million in investment management fees and expenses, and \$1.5 million in administrative expenses.

Meyer Foundation grants support a wide variety of initiatives such as neighborhood development and housing; community service; the arts and humanities; law and justice, education; and health. The Foundation also has developed programs to reflect its deep commitment to strengthening the region's nonprofit sector.

The Meyer Foundation is governed by a 13-person board of directors. Its president is Julie L. Rogers.

The Position

The new director of finance and administration will report to the president and be part of the organization's senior management team. The director's primary responsibility will be to introduce and oversee new systems that will give the Foundation a strong infrastructure that is essential in light of the organization's rapid growth. In creating new systems, the director needs to be sensitive to the mission of the Foundation and its strong desire to be a responsive, nimble organization that is an effective partner to hundreds of nonprofit organizations in the Washington metropolitan area.

Principal Responsibilities

The responsibilities of the director of finance and administration will include:

1. Developing a financial management system.

The director will:

- A. Create a new financial reporting system that provides senior management and the board with accurate, timely, and useful financial reports.
- B. Staff the board's investment committee, which is responsible for overseeing the management of the Foundation's assets.
- C. Evaluate, redesign, and supervise the Foundation's accounting system, which to date has relied on an outside CPA firm to prepare monthly reconciliations and produce periodic reports.
- D. Supervise the grants management system.

2. Strengthening the Foundation's human resources management.

The director will:

- A. Update the Foundation's personnel policies.
- B. Review the current salary structure and benefits package to insure that the Foundation's compensation policies enable it to attract and retain the best possible staff.
- C. Serve as the Foundation's human resources professional.

3. Overseeing the Foundation's computer system.

The Foundation is currently in the midst of upgrading its computer system and creating its first website. The director will oversee the planning and implementation of the new system to insure that the organization is taking full advantage of information technology.

4. Managing the day-to-day business operations of the office.

This includes supervising the grants manager, receptionist, and a possible new position of staff accountant; and managing business relationships with outside vendors.

Required Skills and Characteristics

As the person running the business side of the Foundation, the director of finance and administration must be:

- Adept in working with and analyzing financial information and other quantitative data.
- Skillful in explaining the numbers to members of the staff and board, especially those who might not have a strong financial background, but need to understand the implications of the data.
- Capable of leading, motivating, and supervising staff.
- Attentive to detail and consistently thorough.

- Sophisticated in understanding how to take advantage of new developments in computer technology, especially databases that are essential to the work of a foundation.
- Genuinely supportive of the mission of the Foundation and motivated by its role in the greater Washington area.
- Congenial. The Foundation is a small organization made up of friendly people who work collegially. In a rapidly growing organization, this spirit of cooperation can be a challenge to preserve. The director of finance and administration must have a personality and work style that insures the internal atmosphere will remain open and friendly.

Desired Experience

The director of finance and administration should have the following experience:

- At least five years of increasingly responsible financial management experience with nonprofit organizations. Experience with grant-making foundations is an advantage.
- A graduate degree in a management-related field, e.g. master's in business administration, nonprofit management, or public administration; or a CPA license.
- Experience overseeing computer systems.
- Experience in human resources administration and general office management.

Compensation

Salary will be commensurate with experience and qualifications. The Meyer Foundation offers generous benefits and a working atmosphere that is family-friendly.

To Apply

Please mail or fax a cover letter, resume, and three-year salary history by **February 26**.

The Meyer Foundation is an Equal Opportunity Employer.