



## **JOB ANNOUNCEMENT**

### **CHIEF FINANCIAL OFFICER**

East Tennessee Foundation is seeking a Chief Financial Officer (CFO) to oversee its financial, budget, accounting, and investment activities. The Foundation is a nonprofit, 501(c)(3) community foundation serving 25 counties in East Tennessee. Governed by a volunteer board of directors, its mission is to provide philanthropic leadership inspiring donors to make lives better and communities stronger in enduring ways across generations. The Foundation has total assets over \$500 million, more than 400 charitable funds and 9 supporting organizations, and \$20 million in annual grantmaking.

The CFO will direct the Foundation's overall financial and investment activities and provide oversight of the finance team and others whose work directly impacts the accounting system. In addition, the CFO is responsible for human resource management, benefits administration, and risk management of the Foundation. The CFO provides supervision, direction, and guidance in the areas of fiscal operations, controls, and accounting procedures and ensures compliance with relevant laws and tax obligations in coordination with an auditing firm. The CFO serves as a member of the Foundation's management team and assists in structuring charitable gifts, impact investments, and grant initiatives.

The position will involve a variety of responsibilities, ranging from complex accounting and investment activities and higher-level organizational planning and strategy, to detail-oriented financial and administrative work. Many duties will be performed by the CFO directly; others will be performed by other staff under the leadership and supervision of the CFO; others will be performed by the CFO as part of a team led by other members of the staff or board. The CFO must be comfortable working with a diverse group of office staff, board members, prospects, donors, grantees, and volunteers to help accomplish the strategic plan of the Foundation.

The successful applicant must be a licensed Certified Public Accountant and have extensive experience in accounting with at least five years in supervisor and/or executive level management.

To accomplish the performance objectives, the candidate must exhibit the following attributes, skills, and qualifications:

- Superior accounting and financial management abilities with knowledge of GAAP and FASB standards as they apply to nonprofit agencies.
- Experience performing diverse and complex fund or trust accounting and knowledge of accounting for investments and charitable gift planning.

- Strong interpersonal skills, positive attitude, highly motivated, self-directed, with the ability to work independently, as the leader of a team, and as a member of a team.
- Proven supervisory ability.
- Excellent organizational, analytical, and detail-oriented skills and ability to think strategically.
- Strong oral and written communication skills.
- Experience in human resources and benefits administration.
- Experience with assessing and managing organizational risk.
- Ability to juggle multiple tasks.
- A superior working knowledge of databases, Microsoft Office (including Outlook, Word, Excel, and Access), Microsoft Windows and other software systems.

---

A comprehensive job description is available upon request. Please send resumes with cover letter and list of employment references:

**By Mail:** Michael T. McClamroch  
President + CEO  
East Tennessee Foundation  
520 W. Summit Hill Drive, Suite 1101  
Knoxville, TN 37902

**By Email:** [dphillips@etf.org](mailto:dphillips@etf.org) (to Mike's assistant)

***MAIL OR EMAIL ONLY; PLEASE, NO PHONE CALLS OR FAXES.***

---

The Foundation offers a competitive salary and a comprehensive benefits package, including health, long-term disability, and a retirement plan. Position available immediately, but search will be kept open until appropriate candidate is identified.

*EAST TENNESSEE FOUNDATION (ETF) IS AN EQUAL OPPORTUNITY PROVIDER OF SERVICES AND EMPLOYMENT AND RESPECTS, CELEBRATES, AND ENCOURAGES DIVERSITY THAT POSITIVELY CONTRIBUTES TO THE COMMUNITY. ETF DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, GENDER, FAMILIAL STATUS, SEXUAL ORIENTATION, AGE, DISABILITY, COVERED VETERAN STATUS OR ANY OTHER CLASSIFICATION PROTECTED BY FEDERAL, STATE OR LOCAL LAW. ETF ENCOURAGES ITS GRANTEE AND PARTNER ORGANIZATIONS TO ADHERE TO THESE PRINCIPLES.*