



Executive Search Group, LLC



van Beuren Charitable Foundation Operations Manager – Newport, RI

Position Overview:

KLR is proud to partner with van Beuren Charitable Foundation (“vBCF” www.vbcfoundation.org) to recruit the Foundation’s new Operations Manager. vBCF partners with the community to find innovative and practical ways to achieve their mission of investing in the quality of life and quality of place of Aquidneck Island and surrounding communities. Reporting directly to the Executive Director, the Operations Manager is responsible for business operations, financial management, and operational systems to ensure daily operations run smoothly and efficiently. The Operations Manager will provide support to the Foundation’s Finance Committee, Board, and staff and is the primary contact for the Foundation’s external service providers who are critical to current operations (e.g., Human Resources, Legal, Accounting, and Technology). The ideal candidate will be proactive, meet deadlines, communicate effectively, and employ their critical thinking and analytical skills as appropriate.

The Opportunity & Offerings:

- vBCF functions as a high-performing team that supports projects and programs in four priority areas: Strong Starts, Healthy Lifestyles, Community Prosperity, and Excellence in the Commons.
- vBCF fosters a culture of respect for diversity across its community, employees, and professional contacts. They value a broad range of perspectives and are committed to promoting an inclusive work environment where individuals of diverse backgrounds feel welcome, supported, and empowered.
- vBCF embraces critical thinking and ideas and encourages productive collaboration and organizational development. This is an opportunity to have a voice and impact the organization.
- vBCF invests in their people with multiple professional development opportunities.
- vBCF offers competitive compensation to their employees.

Key Responsibilities:

Business Operations

- Manage and enhance systems that allow for efficient and smooth functioning of Foundation’s operations, including the development and monitoring of policies and procedures.
- Manage payroll and benefits administration and support the Executive Director with Human Resources planning and needs.

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- Manage all vendor contracts for the Foundation and specifically vendor relationships related to legal, accounting, payroll/benefits, and technology.
- Manage facility assets and large capital purchases.
- Oversee operations risk management, including insurance coverage, and risk mitigation, including cyber security and emergency/disaster-preparedness for vBCF staff.

Financial Management

- Manage bookkeeping duties, accounts payable/receivables, and grant disbursements (process payments).
- Manage the annual budget planning process. Track and monitor spending, forecasts, and cash needs.
- Work closely with vBCF's contracted accounting services to provide timely monthly and quarterly reporting on the Foundation's financial position to both management and the Finance Committee.
- Support the Finance Committee working closely with the Executive Director and Committee Chair, including planning and developing meeting content such as budget reports and financial dashboards.
- Create and manage vBCF dashboards.
- Coordinate the audit process and support tax filings preparation.
- Support Program staffs' due diligence on applicant's financial position.

Information Technology and Systems

- Manage relationship with IT provider to ensure efficient information technology systems operations, including cybersecurity, shared files systems, data protection, and remote office environment.
- Research and recommend hardware, software, and office systems including cost efficiencies and operating effectiveness. Stay up to date on best practices and new technologies to maximize efficiency and security.
- Generate reports from systems to support tracking of operational goals and trends.
- Train staff in the use of office technology.

Compliance

- Ensure compliance with regulatory and reporting requirements related to private foundation, personnel, and the Foundation's policies and internal controls.
- Maintain awareness of new legislation that could impact the Foundation and trends in accounting, tax, payroll, benefits, private foundation, grant, and good governance research to ensure the Foundation's compliance with federal laws and regulations as a private foundation and employer.
- Support the program staff in complying with private foundation regulations related to grantmaking.

Desired Experience & Competencies:

- Five or more years' experience in operations management; a degree in business, management or accounting degree is desirable but not required.
- Sound knowledge of general and nonprofit-specific accounting principles and procedures.
- Knowledge of Human Resources systems management including payroll, benefits, and compliance.
- Demonstrated experience managing and utilizing CRM systems (Customer Relationship Management).
- Familiarity with grants databases, such as Blackbaud or similar platforms.
- Proficiency in Microsoft Office; familiarity with QuickBooks.
- Prior experience interacting with external vendors, such as accountants, attorneys, technology consultants, and financial institutions.
- Exceptional problem-solving and communication skills.
- Goal-oriented with strong attention to detail and organizational skills.
- Experience exercising discretion and maintaining confidentiality with sensitive company information. Prior experience with IRS private foundation rules and regulations is a plus. High level of professionalism and a strong ability to relate to individuals at all business levels.
- Ability to work in a small office environment.
- Bilingualism is a plus (English/Spanish or English/Portuguese).

vBCF Background:

Founded in 1986, vBCF is a family philanthropy with the majority of its distributions benefiting Aquidneck Island and surrounding communities. vBCF is governed by a family Board of Directors and supported by a talented staff who have firsthand knowledge of the community, and operate with integrity, intelligence, and imagination. Having contributed over \$120 million to the Newport region since its inception, the Foundation has emerged as a strategic partner to like-minded charitable organizations and remains committed to strengthening the community in its priority areas of interest: education, health, economic development, and the built and natural environments.

Please call/email Karen Bradford (857-317-4525 / kbradford@klrsearchgroup.com) with your thoughts and recommendations. For additional background, please also visit our Client's website at www.vbcfoundation.org and KLR Executive Search Group's at www.klrsearchgroup.com.