The Charles F. Kettering Foundation
Position Profile
Chief Financial Officer and Treasurer

About the Foundation
The Charles F. Kettering Foundation is a Dayton, Ohio, based nonprofit operating foundation rooted in the American tradition of cooperative research. The foundation’s $370 million endowment is the primary funding source for its annual operating and research budget of $20 million. Kettering’s primary research question is, what does it take to make democracy work as it should? Kettering’s research is distinctive because it is conducted from the perspective of citizens and focuses on what people can do collectively to address problems affecting their lives, their communities, and their nation. The foundation seeks to identify and address the challenges to making democracy work as it should through interrelated program areas that focus on citizens, communities, and institutions. Kettering’s research suggests that democracy requires: responsible citizens who can make sound choices about their future; communities of citizens acting together to address common problems; and institutions with public legitimacy that contribute to strengthening society. The foundation collaborates and participates in exchanges with extensive networks, including hundreds of community groups, professional associations, researchers, scholars, and citizens throughout the United States and from more than forty countries around the world each year. Kettering shares its research findings through ongoing research exchanges convened at the Dayton campus and elsewhere, books, research reports, occasional papers, videos, its website, and three annual periodicals. Established in 1927 by inventor Charles F. Kettering, the foundation is a 501(c)(3) organization that does not make grants but engages in joint research with others.

The foundation’s campus is located on almost 25 wooded acres about 8 miles south of downtown Dayton. The campus includes a Georgian-style main office building, as well as a conference center, residential facility for long-term research fellows, and dining facility. Meeting spaces are available throughout the campus. Located in southwestern Ohio, Dayton is a thriving mid-sized city. Home of the Wright Brothers, the spirit of invention continues today. The region has a lot to offer, including a low cost of living, a vibrant arts community, an abundance of outdoor recreational activities, a minor league baseball team, and top-notch restaurants and 21 local breweries. The city is home to the National Museum of the US Air Force, and every March the city hosts the NCAA First Four.

Position Summary
The Chief Financial Officer serves on the foundation’s leadership team with primary responsibilities for the finances and ongoing contributions to the research program and operations. The CFO reports directly to the Chief Operating Officer with oversight from the President and CEO. The CFO is expected to be familiar with all financial aspects of the research and operations and to have an active research portfolio, including participation in foundation research meetings. The CFO also serves as the foundation’s Treasurer.
The CFO has oversight of all accounting and finance staff as well as related contractors. This staff includes a Controller, Senior Accountant/Contract Manager, Administrative Assistant, and part-time accountant. She or he will oversee and manage foundation funds and foundation assets and will ensure compliance with established foundation policies and procedures. She or he will be responsible for establishing and maintaining internal controls, policies, system, and data integrity for the foundation’s accounting and finances. Through oversight of the accounting and finance staff she or he will be responsible for all accounting functions, including payroll, budgeting, and the audit process, as well as benefits administration, insurance, and risk management. She or he will oversee reporting and compliance related to tax code and relevant governing and regulatory bodies. The CFO ensures appropriate disbursement of contracted funds according to contractual agreements. The CFO plays an active role in Board Finance Committee meetings. In all actions, the CFO demonstrates good stewardship of foundation funds and nurtures internal and public trust.

The CFO manages the foundation’s outside investment advisors, establishing successful relationships and ensuring investment recommendations comply with the policies adopted by the Board. The CFO monitors advisor performance against established benchmarks, reviews advisor recommendations prior to Board Finance Committee meetings, and provides the Board Finance Committee with critical insights on all advisor investment recommendations. The CFO identifies and recommends potential future investment advisors to the COO, President and CEO, and Board Finance Committee.

The CFO shall perform other duties incidental to the Office of Treasurer and other duties as determined from time to time by the COO, President and CEO, or Board of Directors. All Foundation funds, assets, and records in the possession of the CFO are subject to inspection, supervision, and control of the Board, Executive Committee, or the Board Finance Committee at any time. Upon the conclusion of her/his term of office, the CFO shall turn over to her or his successor all such funds, assets, and records. The CFO shall give bond for the faithful discharge of her or his duties as the Board may require.

Key Requirements
The ideal candidate will have a deep interest in the Kettering Foundation’s research mission and an understanding of endowed nonprofit organizations, including philanthropic foundations, and relevant investment strategies. She or he must have prior relevant experience in a complex nonprofit environment. Previous CFO experience is preferred. The ideal candidate will possess the following functional attributes:
- Have a record of success in each position held throughout her or his career.
- Have an exemplary record of fiduciary leadership and demonstrated integrity.
- Have a broad and deep understanding of investment strategies and a record of sound judgment and ethical decision-making.
- Have broad functional experience working in diverse teams, developing business planning processes, implementing financial controls, and participating in organizational decision-making.
- Possess excellent analytical, problem-solving, and technical financial skills.
- Demonstrated experience leading in-depth competitive benchmark analysis and business planning efforts.
- Have excellent written and verbal communication skills and the ability to prepare clear, well-written programs and recommendations and present in a concise, dynamic way to a variety of audiences, both inside and outside the foundation.
The ideal candidate will possess the following behavioral attributes:

- Will work closely and collaboratively with the leadership team, the President and CEO, and the Board. As such, she or he must have the confidence in her or his ability to achieve success through persuasion and persistence in addition to direct authority. This will require excellent judgment and leadership skills, with the inclination and ability to assume responsibility when needed to fill gaps.
- Must exhibit the skills and expertise to position herself or himself as a valuable resource to all, someone who is trusted and respected throughout the organization and the community.
- Will excel in team-oriented, collaborative environments in which the mission of the organization comes first.
- Must be self-motivated, hard-working, and able to function largely on her or his own with minimal day-to-day direction.
- Must be intellectually curious, anticipating potential problems and seeking out opportunities that are either unnoticed or simply not being pursued currently.
- Must be able to engage in strategic thinking and planning and possess a broad view of the foundation’s operations.

**Education and Experience**

- BSc/BA and Master’s in accounting, finance, or business administration from an accredited university highly preferred, or BSc/BA and equivalent experience.
- CPA is required.
- 10 years of progressively responsible experience required in fiscal management and/or accounting, preferably at a foundation, nonprofit organization, or governmental institution.

**Compensation and Benefits**

Compensation will be commensurate with education and experience and in line with foundation practice. The Kettering Foundation offers a variety of benefits to employees, including health, vision, and dental insurance; participation in a 403(b) after 6 months of service; and vacation and sick leave.

**Travel**

This position is based in our Dayton, Ohio, office. Some travel is required, as needed, but not significant as a percentage of time at work.

**Physical Requirements**

Prolonged periods at a desk working on a computer.

Must be able to lift 15 lbs.

**To Apply**

Interested and qualified candidates should send a cover letter and resume and/or CV to agrant@kettering.org. A background check is required.

**Equal Opportunity Employer**

As defined by and enforced under applicable state, federal, and local law, the foundation will provide equal employment opportunity for all, regardless of factors of discrimination under law.

Pursuant to applicable federal, state, local law, any decision regarding recruitment, employment, placement, compensation, benefits, training, transfer, promotion, and dismissal of personnel will be made without regard to race, color, religion, age, gender, sexual orientation, marital status, citizenship, disability, or national origin of the individual or any other protected characteristic. The foundation encourages the hiring, promotion, transfer, and training of the best qualified individual available.