



community foundation
Holland/Zeeland Area

Finance and Operations Manager

Do you love working with people, want to help connect community charitable resources with needs and opportunity, and be part of an organization making a positive difference in the Holland/Zeeland area?

The Community Foundation is looking for a new **Finance and Operations Manager** to do just that!

Our Mission: CFHZ seeks to ensure that our community thrives today, tomorrow, and forever by building our Community's Endowment to support high impact charitable projects, helping donors achieve their charitable goals, and leading and partnering in community-level initiatives.

Our Vision for a Thriving Community: We envision a fully thriving community where all who live or work in the Holland/Zeeland area equitably experience: physical, mental, and emotional health and safety; financial stability; high quality education; access to opportunities to achieve one's full potential; and a sense of belonging – are respected, valued, connected and have a voice in community decisions.

Our Values:

Excellence is the Standard: We address complex challenges, anticipate needs, work to exceed expectations, and practice continuous improvement in the pursuit of being the best community foundation for the Holland/Zeeland area.

Treat Others How They Would Like to Be Treated: We value the uniqueness of every individual by listening and leading with empathy and being mindful of diverse needs, strengths, and preferences.

Personable Professionalism: We combine expertise and warmth so that individuals and organizations know they can rely on us for trusted guidance and will enjoy working with us.

Positive Vibes: We strive to bring uplifting energy to every interaction and embody the belief that positive change is always possible.

Every Act is Stewardship: We honor the privilege of building and nurturing the relationships that are at the core of our work.

Why we are hiring a Finance and Operations Manager:

We are seeking a detail-oriented and mission-driven **Finance and Operations Manager** to join our growing team. In this newly expanded role, you will play a key part in managing the foundation's core financial processes—an area that has seen significant growth in recent years—while also overseeing essential operational functions as we continue to scale our team and impact. Our foundation manages more than 700 charitable funds, with over \$130 million in total assets. In 2024 alone, these funds received more than \$12 million in new gifts and distributed over \$14 million in grants to the community.

As **Operations Manager**, you will also serve as our in-house expert and primary point of contact for IT systems, CRM management, and facilities operations. You'll help ensure that our infrastructure is secure, efficient, and aligned with the needs of a dynamic, mission-focused team.



Finance and Operations Manager

The Finance and Operations Manager works closely with both the Finance and Development teams to ensure timely, accurate financial reporting to internal stakeholders, donors, and nonprofit partners. This role is a vital part of the Finance department, supporting the Director of Finance, operating independently, and coordinating with a variety of vendors and donors.

This is a full-time, on-site position. The Finance and Operations Manager will report to and work closely with the Director of Finance.

How you would spend your time:

- **40%** - Processing all gift donations via check, credit card, stock, and wire transfer. Prepare bank deposits and enter gifts into the database. Provide deposit report(s) of gifts to President/CEO and Director of Finance for approval and posting. Generate timely gift receipt letters and ensure database records are accurate.
- **15%** - Manage accounts payable by assigning accurate accounting codes and ensuring timely issuance of checks. Reconcile monthly employee credit card statements by collecting all receipts, assigning correct accounting codes, and processing payments to the credit card vendor.
- **15%** - Support financial operations by assisting the Director of Finance with monthly bank reconciliations, preparation of Board packets, annual financial statement audit, and other finance-related tasks as needed.
- **10%** - Oversee office operations, including serving on the condo association board, coordinating with vendors, purchasing equipment and fixed assets, and acting as the point of contact for construction companies handling office renovations and expansion projects.
- **10%** - Act as IT liaison, working with the service provider. After CRM training, attend virtual webinars and share relevant information with team members.
- **10%** - Oversee the administrative and technical functions of HR, manage payroll, coordinate annual health and dental benefit renewals, and serve as the point of contact for employees for benefits-related questions.

To be successful in this role, you need:

- An associate degree in finance or related field, or comparable previous work experience
- To be a natural problem-solver—resourceful, curious, and willing to ask questions
- A strong balance of people/relational skills and project management capacity
- Extensive computer knowledge including Excel and database management
- Ability to maintain sensitive information in confidence
- Strong written and verbal communication skills
- Ability to work autonomously and as part of a team
- To be highly detail-oriented, accurate, and organized
- To want to have a positive impact on the Holland/Zeeland area

How you will be compensated:

- Full time, 40 hours per week, \$65,000 annual salary
- Paid time off—20 accrued days per year, plus 9 permanent holidays, 3 floating holidays, and 7 half day summer Fridays
- Employee health, vision, and dental benefits (CFHZ pays 80% of premiums for employees), family coverage is also available. Employee assistance program for mental health counseling.
- Simple IRA account with 3% employer match
- Individual professional development budget
- Constant sense of fulfillment for helping steward financial resources for the betterment of our community



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Why you might want to work with us:

We love the work we do in Holland/Zeeland—and it shows. As a cornerstone of positive action, the Community Foundation is engaged in nearly every community improvement project and initiative in the area. Located in the heart of downtown Holland, our beautiful office condo in the Plaza East Building on 8th Street serves as our home base. We're seeking the right person to join our talented, dedicated team – someone who shares our commitment to excellence, stewardship, and a positive work environment. We're proud to have been recognized as “Good for Employees” by Local First. Just ask our staff – there's nothing more rewarding than using your time and talents to help make Holland/Zeeland the best it can be.

Interested in pursuing this opportunity further?

Send an email to info@cfhz.org with your email, include a resume and cover letter. In your cover letter, specifically address your ability and interest in managing all facets of the Finance and Operations Manager position and how it is a good fit for you.

Interested individuals are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.

CFHZ values the diversity of its workforce, and all are welcomed and encouraged to apply. The Community Foundation of the Holland/Zeeland Area (CFHZ) will provide equal employment opportunity and not unlawfully discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, religion, height, weight, veteran status, genetic information, pregnancy, or any other status protected by law.