

# The Pittsburgh Foundation

## Job Description

**Position Title:** Funds Manager

**Reports to:** SVP of Finance and Investments

**Position Status:** Regular, Full-Time, Exempt

### **About The Foundation:**

Established in 1945, The Pittsburgh Foundation (TPF) is one of the nation's oldest community foundations and is the 13th largest of more than 750 community foundations across the United States. As a community foundation, our resources comprise endowment funds established by individuals, businesses and organizations with a passion for charitable giving and a deep commitment to the Pittsburgh community. The Foundation has approximately 2,000 individual donor funds and, together with its supporting organizations, assets of more than \$1.14 billion. Grantmaking from the funds benefits a broad spectrum of community life within Pittsburgh and beyond with more than 2,000 grantees receiving funding annually. The Foundation typically awards grants of more than \$40 million each year. Grantmaking from the Foundation's discretionary funds leverages a broad range of resources and enables the Foundation to be an important change agent for the region. Approximately 85 percent of all grant-making dollars stay within the Pittsburgh region.

### **Position Summary**

The Funds Manager is responsible for the oversight and management of all the charitable funds and related processes of the Foundation. These processes include fund agreement creation for new and planned gifts, generating amendments, validation and maintenance. To effectively manage the charitable funds of the Foundation, the Funds Manager must work collaboratively across the multiple departments and constituents with deep understanding of the donors' philanthropic intent, legal and regulatory requirements and the operating constraints of the Foundation. While multiple parties may participate in the creation and execution of a charitable fund, the Funds Manager has accountability for the incorporation of the fund into the Foundation's systems and processes, including the ongoing monitoring of all charitable funds and their corresponding agreements, actively managing and overseeing changes to agreements and purpose including management of the Trust Advisory Committee. The Funds Manager oversees the ongoing decision making and record keeping for changes to the Foundation's charitable funds' purpose(s) that are inevitable for legal agreements intended to last in perpetuity.

### **Essential Duties and Responsibilities**

- Oversee, manage and maintain the Foundation's daily, monthly, quarterly, and annual charitable fund agreement processes to ensure timely creation, authorization and maintenance of the Foundation's component funds.
- Review of proposed new fund agreements, MOUs, amendments and changes.
- Manage planned gift processes from initiation through realization, including monitoring of expectancies.
- Responsible for dormant fund processes.

- Ensures compliance with relevant tax laws governing the Foundation's charitable funds and received contributions.
- Manages and recommends changes for new and existing charitable fund related policies, including the incorporation of new tax and charitable contribution laws.
- Work closely with the development and donor services team to ensure the highest level of donor satisfaction with the fund agreement processing as well as ensuring philanthropic intent.
- Work closely with donors, donor's trusted advisors and internal staff to accept charitable contributions, including liquid and illiquid assets.
- Assist grants management and program staff to identify and allocate funding sources for the Foundation's discretionary grants program.
- Responsible for the systems oversight for charitable fund related processes, including Raiser's Edge and Financial Edge.
- Build, manage, maintain and deliver all charitable fund related reporting, for both internal and external constituencies.
- Adopt a practice of continuous improvement to improve efficiencies and timeliness.
- Schedule, manage agenda and run the Foundation's Trust Administration Committee.
- Ensure and evaluate the integrity of charitable fund related data and systems.
- Creation and ongoing maintenance of fund coding in all relevant systems.
- Evaluate charitable fund management processes and make recommendations for improvement.
- Remain up to date on community foundation and nonprofit best practices, charitable contributions guidelines and regulations.
- Ongoing documentation of all relevant processes and procedures.
- Work closely with Development and Donor Services staff, Senior Controller and the Senior Vice President of Finance and Investments on the acceptance of complex gifts, including real estate and closely held stock.
- Assist Senior Vice President of Finance and Investments as well as senior management in various assignments as needed.
- Work as part of Finance and Investments team to deliver superior service to internal and external constituencies.
- Other duties as assigned.

### **Key Skills and Abilities**

- Results oriented with superior skills in project management, organization, planning and attention to details.
- Creative thinker with excellent analytical and problem-solving skills.
- Strong communication, written and verbal, and interpersonal skills.
- Proactive, self-directed and reliable.
- High sense of integrity, honesty and ethics.
- Flexible, responsive, and collaborative work style with a strong service mentality.
- Proficiency with Microsoft Office suite, including Word and Excel.
- Base knowledge of database querying and report writing.
- Knowledge and experience with accrual based and nonprofit accounting systems.
- Experience with fundraising, trust administration and our charitable contributions.

### **Qualifications and Experience**

- Requires bachelor's degree in a field related to the non-profit sector.
- Minimum of five years of relevant experience, preferably in a trust or foundation environment.
- Estate and tax law experience preferred.
- Knowledge of federal, state and local government laws and regulations regarding charitable contributions and administration.
- Blackbaud Raiser's Edge and Financial Edge experience preferred.
- Fund accounting experience preferred.
- Sense of humor.

### **To Apply**

Interested candidates should submit resume and cover letter to [jobs@pghfdn.org](mailto:jobs@pghfdn.org).

No phone calls please.

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