



In the name of God, Most Gracious, Most Merciful. It is with great pleasure and excitement that AMCF announces our request for inquiries for the following role:

## **Finance Director**

### **ABOUT AMCF**

Founded in 2016, American Muslim Community Foundation (AMCF) is an innovative and award-winning national community foundation dedicated to leading sustainable and strategic Muslim philanthropy for today and future generations. AMCF's mission is to cultivate donor giving and diversify funding to advance charitable causes.

### **AMCF PROGRAMS AND SERVICES**

Since its inception in 2016, AMCF has invested more than \$10 million in grants and programs. AMCF provides a wide range of services and programs under its two strategic areas: the Donor Giving Ecosystem; and the Nonprofit Ecosystem. For the donor, AMCF provides innovative philanthropic services such as donor advised funds and giving circles to encourage and celebrate giving. For the nonprofit, AMCF multiplies grant and funding opportunities, facilitates training and mentorship, hosts nonprofit endowments, and cultivates a network for organizations and leaders to support each other's work.

### **POSITION SUMMARY**

AMCF is at a crucial stage of institutional development, as we embark on the growth of our products and services, scale to open new relationships and find ways to advance charitable causes in Muslim Philanthropy. A Finance Director is responsible for managing the financial health of AMCF in order to promote success and growth while maintaining legal nonprofit financial practices. Their duties typically include overseeing all stakeholder balances, financial planning, reviewing financial documents to ensure tax-compliance and collaboration with development projects in order to promote financial security.

The successful Finance Director will need to be a self-starter with entrepreneurial DNA to advance AMCF to become a self-sustaining institutional household name providing leadership, strength and support not only for AMCF but also the rich nonprofit sector that serves American Muslim communities.

This is a part-time 20-30 hours/week, remote position with occasion travel.

### **REPORTS TO**

The Finance Director reports directly to the Executive Director and Finance Committee.

### **RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

1. Develop processes, controls and systems to manage AMCF's receipts and disbursement and appropriate and timely reporting of donor, investment and fiscal sponsorship accounts.
2. Oversee and conduct financial management duties including generating financial

- data, compiling and submitting reports, analyzing nonprofit industry trends and assessing the financial health of the company.
3. Oversee the operations and development of the company's finance departments including budgeting and conducting regular assessments of financial procedures.
  4. Updating and using AMCF's internal database, Financial Edge NXT
  5. Supervise the preparation of quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting.
  6. Advise colleagues and executive management on decisions related to the company's finances.
  7. Performing other related and administrative duties as required.
  8. Provider leadership and support for the team and oversee vendors and service providers providing support.
  9. Give direction and leadership to all areas of fiscal management and accounting to the Board.
  10. Maintain an up-to-date accounting manual reflecting our policies, procedures, and systems
  11. Provide support and information to auditors to assist them in completion of their tasks
  12. Ensure appropriate filing of the IRS 990 & 5500 forms, PA Department of Education reports, Bureau of Charitable Solicitation annual form and others as required.
  13. Responsible for the effective operation, maintenance, and upgrades of the computer systems of the agency including hardware and software.
  14. In collaboration with the Human Resources, ensure the maximum utilization by staff of the HR/Payroll system.
  15. Ensure that all insurance coverage for the agency is complete, accurate, up to date, cost effective and sufficient for the agency's needs.
  16. Ensures the compliance of the agency with all appropriate legal and regulatory requirements of government agencies and funders as it relates to assigned areas of responsibility.
  17. Provide key staff liaison and support to the Finance & Property and Audit committees of the Board of Directors
  18. Discharge any other duties as may be assigned by the Executive Director

## QUALIFICATIONS

### *Required*

1. BA/BS degree in relevant field or equivalent experience.
2. Demonstrated strong connection to the American Muslim community.
3. At least 5 years' experience working with nonprofit financial management, specifically in Donor Advised Funds, Fiscal Sponsorships, Endowments, etc.
4. Strong financial, organizational and project management experience and skills.
5. Superb interpersonal skills, excellent oral and written communication skills; detail oriented.
6. Willing to work flexible and demanding times as needed.
7. Experience in Nonprofit financial trends, fund development, finance/investments, donor-advised funds grantmaking, endowments, and due diligence.
8. Self-Starter looking for an entrepreneurial experience.

### *Preferred*

## 9. Certifications in nonprofit accounting

### **PAY**

Salary commensurate with years of experience, educational qualifications, certifications, location, and skill set alignment with the role, in the range between \$40/hour and \$60/hour.

### **TO APPLY**

Please send a cover letter describing your skills and qualifications for this position, together with your current resume in one attachment to our Hiring Committee: [careers@amuslimcf.org](mailto:careers@amuslimcf.org), with subject line: Finance Director.

*AMCF is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*