



DIRECTOR OF FINANCE

EXECUTIVE SUMMARY

The Dyson Foundation (Foundation) is seeking a Director of Finance. This position reports to the President and CEO, supervises one staff person, and has overall responsibility for accounting, operations budgeting, financial reporting, payroll and human resources, and audit and tax preparation. The Director of Finance is the lead contact with the auditors, OCIO, and the Investment Committee.

The Dyson Foundation seeks mission and values-aligned candidates who have nonprofit and/or foundation finance experience. They must have demonstrated abilities in working collaboratively.

ABOUT THE DYSON FOUNDATION

The Dyson Foundation was incorporated in 1957, currently has \$240 million in assets, and will make more than 300 grants totaling approximately \$14 million in 2025. The Foundation has seven staff members with an operating budget of \$2.5 million. Since inception, the Foundation has granted more than \$443 million. The Dyson Foundation is a place-based foundation serving Columbia, Dutchess, Greene, Orange, Putnam, and Ulster counties. The Foundation makes grants to nonprofit organizations that address basic human needs including housing, family stability, youth development, health care access including behavioral health, food access, and other human services, with a special focus on organizations working with those who are economically disadvantaged or otherwise marginalized. Grants awarded are for general operations, programs, and management assistance to improve nonprofit administration and services. We also work closely with grantees in the Mid-Hudson Valley community by facilitating connections, lending expertise, and providing guidance and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance and Accounting

Manage the ongoing reconciliation of bank and investment accounts, and provide consolidated information for investment decision making and reporting to those individuals designated by the board to manage investment allocations.

Develop and maintain financial systems to meet the accounting and reporting needs of the organization. Evaluate ongoing systems to seek continuous improvement.

Supervise the general accountant and provide proactive leadership that fosters high performance within the accounting department

Oversee cash flow planning and ensure availability of funds to meet operating requirements.

Process payroll and benefits for active and retired Employees.

Ensure that the payroll, accounting, audit, budgeting, general ledger, cash management, financial statements, bank reconciliations, and tax reports are accurate and organized. Maintain a system of financial controls appropriate to the needs of the Foundation.

Ensure legal and regulatory compliance regarding all financial functions.

Evaluates and maintains property, casualty and liability insurance policies for all Foundation entities.

Coordinate preparation of tax workpapers and assist tax preparers with the Foundation's annual form 990-PF, 990-T, CHAR500, and other necessary state tax returns. Analyze quarterly excise tax requirements and file payments with the IRS.

Manage the annual audit process; act as key liaison with outside accountants. Conduct periodic auditor review and search.

Manage banking and other financial relationships for the Foundation.

Maintain Investment Committee minutes and records.

Maintain ongoing analysis of required minimum distributions and monitor excise tax status.

Actively stay abreast of legal, regulatory and other financial standards for non-profit organizations in general and grantmaking foundations in particular.

Provide financial information to the President and CEO, Board Chairman, Board Treasurer, and Program Staff to facilitate their understanding of the financial implications of programmatic decisions.

Serve as an internal resource for Foundation staff regarding accounting and payroll issues and provide Program Staff with grantee financial review assistance.

Process cash flow loan applications from grantees.

Human Resource Management

Along with the President and CEO, is responsible for onboarding new employees, adhering to all legally required employment laws and documentation, and maintaining personnel records.

Updates policies, employee handbook, emergency contact information, and ensures completion of the annual conflicts of interest statements from board and staff.

Coordinates all human resource needs, acts as inside benefits administrator and manages payroll operations. Primary liaison with outside benefits broker, reviewing benefit options, plan details, and functionality of online HR portal. Obtains information, solicits bids and compiles information

regarding insurance vendors and plans as needed. Communicates benefits information to staff and handles staff requests for information and support regarding insurances and other benefits.

Other duties as requested, such as drafting accounting policy statements, participating in affinity group surveys, human resources related work, and analyzing or coordinating special projects.

DESIRED QUALIFICATIONS

At least a bachelor's degree in accounting and eight years of diverse financial experience; or equivalent combination of education and experience. Experience in a nonprofit organization or foundation is highly desirable.

Proven track record as a financial manager, with broad accounting, budgeting, cash management and reporting experience at a senior level.

Experience managing payroll and employee benefits.

Ability to work effectively with others as a team member. The capacity to maintain positive and collegial relationships with colleagues, management, Board members, and a diverse array of outside financial institutions, etc., and exercise discretion.

Excellent working knowledge of financial computer applications, along with Word and Excel.

Personal characteristics which include good organizational skills, an eye for detail, punctuality, flexibility, integrity and respect for the confidentiality of the office's work.

Good oral and written communication and presentation skills.

WORK LOCATION, COMPENSATION & BENEFITS

Work Location: The Foundation's office is in Millbrook, NY (Dutchess County). Staff are required to be in the office at least 3 days per week. For onboarding, 5 days a week may be required.

Salary and Benefits: The compensation range for this salary is \$110,000 to \$125,000, commensurate with experience. A generous benefits package is provided.

To Apply: The position will remain open until it is filled. Please submit a cover letter outlining your interest and qualifications along with a resume to employment@dyson.org.