



The Denver Foundation

The Denver Foundation seeks an equity-focused controller whose work will support the foundation's vision, mission, and purpose. **Our controller manages the foundation's financial functions with the chief financial officer (CFO) and leads activities related to accounting, asset management, accounts payable, budget, payroll, grant payments, and financial reporting.**

The controller reports to the chief financial officer and requires a strong understanding of Generally Accepted Accounting Principles, the ability to communicate effectively, robust organizational and problem-solving skills, the ability to work independently, and the flexibility to adapt to a fast-paced environment.

This is a full-time position in Denver, Colorado. We work on a hybrid schedule of at least two days in the office (Monday and Thursday required). **The starting salary range for this position is \$125,000 to \$150,000 per year.** This position is salaried, exempt, and eligible for all the foundation's benefits. Benefits include paid time off, retirement (403(b)) contribution, tuition assistance, and medical, dental, vision, life, and disability insurance. The starting salary will be based on experience.

For nearly 100 years, people in Metro Denver and across Colorado have trusted The Denver Foundation to steward charitable funds to meet today's needs and tomorrow's opportunities. In partnership with generous donors and community partners, we lead a community-wide effort to build a better future for everyone. The foundation's vision is a Metro Denver that is racially equitable in its leadership, prosperity, and culture, and we are a catalytic leader that engages in critical issues and accelerates systems change. To achieve this, all staff must intentionally apply Diversity, Equity, and Inclusion to their practice. The ideal candidates for this position are committed to racial equity.

The controller will supervise the Gifts and Grants and Accounting teams, work closely with the CFO, and maintain professional relationships with internal staff at all levels as well as work with the board, committee members, external vendors, donors, and other stakeholders. This position is responsible for working with the chief financial officer on financial strategy, overseeing financial, investment, and fund management activities, complex gift and grant transactions, and the accuracy and integrity of the accounting system by reviewing all donations, vouchers, invoices, and journal entries and maintaining the general ledger. The position is also responsible for managing and preparing the annual audit, financial reporting to internal and external parties, and preparing the Administrative Fund annual budget, including a forecast of administrative revenue.

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The ideal candidate will have demonstrated expertise in the following key areas:

- A strong understanding of Generally Accepted Accounting Principles
- A CPA license
- Problem-solving
- Leadership and managing teams
- Overseeing internal controls and financial data integrity
- Developing and enforcing compliance with organizational policies and procedures
- Financial Reporting
- Budgeting and forecasting
- Financial and investment transactions

Candidates must possess the following:

- At least seven years of experience as a Controller or equivalent experience
- At least five years of experience managing people
- Experience in preparing and analyzing financial statements and budgets
- Experience in business and strategic planning
- Ability to organize and prioritize work using knowledge of current office technology and business methods, personal computer and software applications
- Excellent problem-solving skills and demonstrated initiative
- Strong organizational and time management skills
- Excellent attention to detail
- An unwavering commitment to racial equity
- Belief in the model of community foundations
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

A full job description and application link are available on our careers page at <http://www.denverfoundation.org/About/Careers>. Applications will be accepted until the position is filled.

The Denver Foundation practices and champions inclusiveness in our community. We honor all community members' diverse strengths, needs, voices, and backgrounds. Candidates from traditionally marginalized communities are especially encouraged to apply.

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