

# Controller

## Longwood Foundation

### Application Instructions

Please contact Bill Hermann from APEX Career Professionals at [bill@apexcp.net](mailto:bill@apexcp.net) by April 11, 2025. He will respond to all submitted resumes that meet the qualifications below.

### The Longwood Foundation

The Longwood Foundation was founded in 1937 by Pierre S. du Pont. Since then, the Foundation has provided over \$2 billion in grants to nonprofits serving the state of Delaware and Kennett Square, Pennsylvania. Our mission is to be a catalyst to strengthen nonprofits in our geographic region. To achieve this, we provide grants through responsive grantmaking and capacity building investments currently focused on nonprofit leaders. As a Foundation and team, we operate in service to the nonprofits in our region. We are an agile, collaborative, and values-driven organization. We are stewards of our mission and overarching vision: that our support will enable nonprofits to better serve their communities, thereby improving quality of life in our region.

### Overview/Position Summary

The Controller is primarily responsible for the accounting and administration of the Foundation's financials. The position sets the standard for accuracy and completeness. Thereafter, they provide financial and analytical support to the grantmaking team and manage certain administrative functions for the Foundation.

This is a "hands-on" accounting and financial analysis position at an organization with a team of ten professionals and a \$4 million annual operating budget. The hired individual will be expected to "lean in" and exhibit the passion for and commitment to our communities that is required to discover and implement strategies that will increase the impact of the Foundation's work. The Controller will expand their financial and investing acumen while improving the lives of over one million residents in our geography.

### Responsibilities

- Lead the Accounting function for the Foundation
  - Transactional Accounting and Closing the Books
  - Oversee and Manage the Audit Process
  - Manage Third-Party Accounting Service Provider
  - Ensuring Compliance with IRS Private Foundation Rules & Regulations (including administering any grants that require expenditure responsibility)
- Coordinate with the Investment Consultant to ensure execution of investment plans.
  - Schedule and administer Finance Committee
  - Coordinate with Investment Managers and Investment Consultant
  - Manage Investment Operations with Support from Investment Consultant

- Financial Budgeting and Analysis
  - Cash Flow Forecasting, Management, and Reporting
  - Extensive Financial and Operational Analysis that is Reported to Senior Leadership and the Trustees
- Support Grantmaking and Capacity Building teams
  - Review and provide financial analysis to support grant evaluators for the of the majority of grant requests
  - Ensure accurate and timely distribution of grants approved by the Trustees
  - Partner with Capacity Building leadership on topics including budget, revenue from participants, vendor management, and CT Wallet
- Manage and Enhance Relationships with External Service Providers to maximize the Foundation’s assets. These external services include:
  - Investment Management
  - Investment Consultant
  - Accounting Service Provider
  - Legal Counsel
  - Treasury Functions
  - Insurance
  - External Accountants
- Foundation Administration
  - Administer the 403(b) Plan
  - Coordinate benefits for the entire team through Longwood Gardens
  - Prepare Total Compensation statements annually
  - Administer vacation tracking for entire Longwood team
- Other projects as agreed with the President

## Skills and Competencies

- Excellent accounting and financial/analytical skills; is facile with accounting, audit, and financial analysis.
- Exhibits an exacting attention to detail; employs a meticulous approach to ensure accuracy, consistency, and compliance.
- Exemplifies the Longwood Foundation’s core values personally and professionally, and operates with integrity, purpose, and humility. Operates with a service-oriented mindset and approach to work.
- Is a highly collaborative and collegial team player who is flexible, responsive, works hard, is eager to learn and improve, and thrives in a fast-paced environment. This person should be able to work both independently and collaboratively to advance a shared mission & vision.
- Operates with good judgement and discernment in how they approach their work, in prioritization, in execution, in when and how they elevate issues and questions, in handling confidential information, and in internal and external communications.
- Comfortable with learning and adapting to new systems and databases. Systems currently used are Quickbooks, Microsoft Office Suite, Monday.com, Foundant, Bill.com, and Divvy.
- Excellent written, interpersonal, and verbal communication skills.

- Ability to communicate financial analysis to multiple audiences with varying levels of financial knowledge and expertise.
- Committed to fostering and maintaining a positive culture within an evolving organization.

## **Required Qualifications**

- Controller or accounting leader at a Private Foundation / Family Office or Non-Profit Organization OR
- Public or corporate accounting experience

## **Additional Preferred Qualifications**

The targeted professional experience of the ideal applicant is 5 plus years of transactional accounting achievement. CPA with MBA preferred.

**Compensation:** Salary \$140,000-\$160,000 with outstanding benefits. Salary commensurate with prior experience.

**FLSA Status:** Exempt

**Reports to:** President

**Location: Wilmington, DE** (hybrid work environment; requires a minimum of 3 days/week onsite, subject to change as required by scheduled meetings)