

Geraldine R. Dodge Foundation

Controller

Hybrid Office (Morristown, New Jersey & Remote)

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About the Geraldine R. Dodge Foundation

The Geraldine R. Dodge Foundation (“Dodge Foundation”) is an organization in transformation. Six years ago, the Dodge Foundation set a course to achieve its vision of a more equitable New Jersey. Given the devastating events of the last few years, it has accelerated this commitment and further refined its vision and strategic direction to center racial equity and justice, where people of all races and communities have equitable access to opportunities and can thrive and achieve their full potential.

The Geraldine R. Dodge Foundation has a long history of cultivating vibrant ecosystems and resourcing efforts to promote the wellbeing of people across New Jersey. In its grantmaking, the Dodge Foundation prioritizes networks, movements, organizations, and leaders closest to the harms and solutions to inequity and injustice and who have been historically excluded from investment and opportunity. In doing so, it is shifting wealth, power, and other critical resources to changemakers on the frontlines of communities and movements in ways that enable them to accelerate, deepen, and advance their work on their terms.

Dodge Foundation Board and Staff are energized by the progress the organization is making in investing in emergent and historically under-resourced communities, namely communities of color:

- In 2021, the Dodge Foundation launched the first round of *Imagine a New Way* grants to organizations advocating for just systems and tackling barriers to equity in New Jersey.
- In January 2022, the Dodge Foundation introduced its inaugural *Momentum Fund* cohort—ten organizations selected by a panel of community leaders employing diverse strategies to address root causes of structural racism across the state. The Momentum Fund provides cohort members with three years of flexible funding to support them as they explore new approaches and self-determine the best course forward in their work.
- In January 2023, the Dodge Foundation launched new *Program Priorities* that will guide all funding decisions going forward.

This is a critical time at the Dodge Foundation as it works to transform its grantmaking, partnerships, and internal operations to center racial equity and justice and ensure that these values and capabilities are central to all that it is and all that it does. This is a “build moment” for the Dodge Foundation. As such, it is seeking entrepreneurial team members who are excited about opportunities to create and who are energized by working in deeply collaborative ways, actively learning, building new relationships, and leveraging and amplifying community expertise and solutions.

For more information on the Geraldine R. Dodge Foundation, please visit the organization's [website](#). The [Strategic Direction](#) and [President's Message](#) include additional details about the Foundation's transformation.

The Opportunity

This is an exciting opportunity for a talented Controller to join an exceptional team committed to building and refining a new way of operating. The Controller will support the Dodge Foundation's core operations as it works to deepen its impact in the pursuit of racial equity and justice in New Jersey.

A newly created role reporting to the Chief Financial Officer ("CFO"), the Controller will be responsible for the day-to-day financial transactions, as well as for developing, implementing, and ensuring compliance with financial policies and procedures consistent with generally accepted accounting principles ("GAAP"). The Controller will be responsible for maintaining and continuously improving the financial controls systems, including general accounting, investment accounting, tax compliance and planning, budgeting, banking, payroll, and benefits.

The Controller's duties and responsibilities will include, but are not limited to, the following:

General Accounting and Reporting

The Controller will develop, administer, and ensure compliance with generally accepted accounting policies and procedures. This work will include:

- Posting day-to-day transactions, maintaining the general ledger and other accounting records needed to prepare the financial statements and other required financial data, and posting journal entries.
- Performing monthly bank reconciliations on a timely basis or supervising the reconciliations performed by external accountants.
- Updating charts of accounts, vendor listings, and accounting system reports.
- Collecting supporting documents for payment of vendor invoices and grants.
- Depositing cash or check receipts and posting them to the general ledger.
- Preparing periodic financial statements and analysis.
- Maintaining current relevant knowledge of GAAP by participating in professional accounting societies, trainings, and continuing professional education.

Investment Accounting and Custody

The Controller will act as the liaison with the custodial bank, investment advisors, and investment managers for all necessary documents and transactions. Additional responsibilities include processing capital call and distribution wires and reporting on investment cash flows, which the CFO will include in updates to the Finance Committee and Board of Trustees.

Audit, Tax Compliance

The Controller will prepare IRS Forms 1099 and 1096 and, with the support of tax consultants, will assist in preparing tax returns IRS 990PF, IRS 990T, and state UBIT payments. Alongside tax consultants, the Controller will also estimate excise payment calculations. In coordination with the Dodge Foundation's auditors, the Controller will prepare audit schedules, financial statements, and footnotes for the Dodge Foundation's year-end financial statement audit. The Controller will also liaise with and provide support to auditors during the annual audit. Additional expectations include maintaining current knowledge of regulatory requirements affecting foundations/philanthropy.

Budget

The Controller will partner with the CFO to prepare annual capital and operating budgets, assist in calculating cash flow projections, and prepare other financial analyses, memos, and reports as requested. The Controller will also perform periodic reviews of budget versus actuals with variance analyses and track disbursements to ensure minimum distribution requirements are met.

Banking

The Controller will ensure compliance with the management of internal banking policies and procedures, promptly reconcile all monthly bank statements, including custodian cash, and initiate interbank transfers as necessary.

Manage Accounts Payable Function for Vendors and Employees

The Controller will review and approve invoices (in Concur) for payment and integration into the accounting system and manage and track credit card use and personal expense reports, ensuring these are done on a timely basis.

Payroll

The Controller will process semi-monthly payroll and 403(b) contributions and prepare 403(b) filing and testing with the support of the retirement account vendor. In coordination with the CFO and Vice President of People, Culture, and Equity, the Controller will also administer and process employee benefits paperwork (with Insurance Agent).

Additional duties include reconciling quarterly payroll tax returns to accounting books/records with AD, completing industry benchmarking surveys, and managing and monitoring employee time tracking and PTO accruals.

Candidate Profile

The Geraldine R. Dodge Foundation values a diverse workforce and an inclusive culture. The Dodge Foundation employs qualified people without regard to: race; color; ethnicity; religion; creed; sex; national origin; age; ancestry; disability; sexual orientation; pregnancy or breastfeeding; veteran or military status; marital status; civil union or domestic partnership status; citizenship; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.

While it is understood that no one candidate will bring every desired skill, characteristic, and experience, the following offers a reflection of the ideal candidate profile.

Finance Expertise & Acumen

Adept at presenting financial information to leadership, the Controller will possess strong quantitative and analytical skills. The Controller will be tactical, with the ability to “deep dive” into the details. The Controller will bring a depth of knowledge of GAAP and a track record of working with a high degree of efficiency and transparency, assuring leadership that the Dodge Foundation’s financial oversight is of the highest caliber.

Orientation for Action with Strong Execution Skills

The Controller will be tactical and results-oriented and able to set priorities decisively. An aptitude for honing organizational systems and processes will be crucial to success, and the Controller will bring experience in helping to identify and refine new systems. Most importantly, the Controller will bring an ability to exercise discretion, work independently, take the initiative, meet multiple and competing deadlines, problem-solve, participate as an effective team member, and follow tasks through to completion.

Passion for the Mission

The Controller will be deeply committed to the vision, mission, and strategic direction of the Dodge Foundation. As a result, the Controller will be driven to help advance the Dodge Foundation’s work in collaboration with leadership and external partners. Moreover, the Controller will be an individual of unquestioned integrity, ethics, and values, someone who can be trusted without reservation.

Note: CPA and/or equivalent knowledge and experience is desired. Knowledge of nonprofit GAAP, experience with nonprofit accounting and nonprofit governance is required. Experience working on nonprofit/ private foundation audits, 990PF tax filings and investment accounting is desired.

In addition, strong candidates will bring a personal commitment to the Dodge Foundation’s mission and vision of achieving a just and equitable New Jersey.

Compensation & Benefits

The Controller position has a salary range of \$120,000-\$150,000, commensurate with experience.

The Dodge Foundation recognizes the myriad benefits of flexible work arrangements and is actively building and supporting a hybrid work environment. This includes primarily remote work, with regular commuting to the Dodge Foundation's office in Morristown, New Jersey, or other locations within the state.

The Dodge Foundation also offers a complete benefits package that includes, but is not limited to, full medical and dental insurance, generous retirement contributions, paid medical and parental leave programs, professional development, cell phone reimbursement, and 20 days of vacation for full-time employees.

Contact

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Molly Brennan and Chartise Clark of Koya Partners are leading this search. To express interest in this role please submit your materials [here](#). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit www.koyapartners.com.