

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**ASSOCIATE VICE PRESIDENT, FOUNDATION FINANCE AND OPERATIONS**

**FLSA STATUS: EXEMPT – PAY GRADE: 29 – A**

**JOB FAMILY: SENIOR ADMINISTRATION    JOB FUNCTION: EXECUTIVE MANAGEMENT**

**GENERAL STATEMENT OF JOB**

The Associate Vice President (AVP) for Foundation Finance and Operations reports to the Vice President Advancement & Executive Director for the Foundation and provides leadership and guidance for all financial aspects of the Foundation Office. This position develops and implements short and long-term financial strategies, goals, and plans consistent with the mission and goals of the Foundation and the College.

This position provides oversight of the Foundation's financial functions; develops financial operations standards, policies, and procedures; supervises accounting staff; and ensures that the Foundation's financial statements adhere to relevant financial standards, best practices, and organizational expectations. This role also oversees tax reporting activities, and ensures that Foundation's actions and activities abide by all Internal Revenue Service (IRS) and the State of Florida requirements.

The AVP for Foundation Finance and Operations oversees endowment spending, supports fundraising efforts, and collaborates with the Chief Investment Officer & Advancement Relations and the Executive Director on investment policy, strategy and management; however, the Chief Investment Officer & Advancement Relations maintains responsibility.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Oversees, directs, and supervises assigned staff; provides mentorship and leadership; conducts performance evaluations; ensures that employees follow policies and procedures; approves leave requests and timesheets; and makes hiring, termination, and disciplinary recommendations. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Oversees and manages the Foundation's financial operations, cash, budgets, accounting, and financial analysis and reporting functions.

Oversees endowment spending policies and ensures appropriate use and alignment with long-term financial goals.

Ensures financial sustainability and growth of the foundation. Oversees the implementation of financial strategies and ensures operational efficiency and alignment with the Foundation's goals.

Ensures the accuracy and integrity of the Foundation's financial reporting by overseeing the preparation of financial statements and reports; ensures compliance with applicable accounting standards, tax regulations, and reporting requirements at the federal, state, and institutional levels. Prepares analyses for senior leadership and the Board of Directors and its Committees.

## **Associate Vice President, Foundation Finance and Operations- page 2**

Partners with college leadership to align financial practices with institutional goals.

Supports fundraising efforts by providing financial insights and strategies. Works with development officers to maximize donor contributions, and ensures effective management and stewardship of donor funds.

Collaborates closely with the Chief Investment Officer & Advancement Relations and Executive Director on investment policy, strategy, and management, while recognizing that primary responsibility rests with the Chief Investment Officer & Advancement Relations.

Performs duties overseeing the creation and maintenance of financial resources for students and institutional needs.

Performs other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the Vice President, Institutional Advancement and Executive Director of the FSCJ Foundation.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Business, Finance, Accounting, or a related field from a regionally accredited institution and five (5) years of increasingly responsible leadership experience in fund accounting, investment financial analysis and management, strategic planning, and financial systems and reporting tools.

### **PREFERRED QUALIFICATIONS**

Master's degree in Business, Finance, Accounting, or a related field from a regionally accredited institution and ten (10) years of increasingly responsible fund accounting, investment and financial analysis and management leadership experience in a nonprofit or educational institution. CPA (Certified Public Accountant).

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of department records, documentation, figures, financial and reporting

systems, and related equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, and staff under charge.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Effective:** 6/10/25