

GoodCitizen

The Lemelson Foundation Chief Financial and Administrative Officer Location: Portland

About The Lemelson Foundation

The Lemelson Foundation harnesses the power of invention to improve lives and address some of the world's most pressing economic and social challenges. Established in the early 1990s by U.S. inventor Jerome Lemelson and his wife, Dorothy, and guided today by the Lemelson family, the Foundation believes that invention can be a transformative force for good, driving positive change across the globe.

With a commitment to promoting Impact Inventing, The Lemelson Foundation works to inspire and enable the next generation of inventors and invention-based businesses in the U.S. and low- and middle-income countries. Impact Inventing is a core framework that ensures inventions:

- Create positive social impact,
- Are environmentally responsible throughout the invention lifecycle, and
- Operate under business models that are financially sustainable.

The Foundation has provided over \$350 million in grants and other investments to support invention ecosystems and help inventors bring solutions to life. With an endowment of approximately \$400 million and an annual budget of \$30 million, the Foundation continues to make strategic investments that foster a robust economy in the U.S. while improving the lives of underserved communities in countries around the world.

At the heart of The Lemelson Foundation's mission is the belief that invention is not only about creativity and problem-solving but also about making the world a better, more equitable place for all. Through its programs, the Foundation seeks to equip inventors with the resources, knowledge, and networks necessary to tackle some of the biggest global challenges in a socially and environmentally responsible way.

The Opportunity

Reporting to the Executive Director, The Chief Financial & Administrative Officer (CFAO) will lead and manage all financial, administrative, and operations aspects of the Foundation. Partnering closely with the Executive Director, the CFAO will leverage effective finance and data systems, conduct finance and operations analysis, and help sustain a high-performing, collaborative, and values-driven culture across the Foundation. The CFAO ensures that the financial and business practices of The Lemelson Foundation's \$400 million in assets and \$30 million in annual budget are efficient and support the Foundation's mission. Areas of fiscal responsibility include accounting, financial planning, tax filings, investment oversight, grants management, and Program-Related Investments (PRIs). The CFAO will lead a cross-cutting team that includes supervision of information technology (IT), human resources, facilities management, monitoring, learning, and evaluation, and communications. The CFAO will also provide guidance for general policies and procedures, contract administration, corporate insurance, legal matters (in consultation with legal counsel), and related areas of responsibility.

Key Responsibilities

The CFAO's specific areas of responsibility include, but are not limited to:

Organizational Leadership

- Lead, develop, and manage a high-performing cross-cutting team that supports the programmatic work of the Foundation.
- Serve as part of the senior executive leadership team to align strategic priorities and business operations.
- Oversee budgeting, fiscal compliance, records management, corporate governance, and HR processes. Present these matters to the Board, ensuring alignment with best practices for private foundations.
- Collaborate with the Executive Director to foster a positive organizational culture that reflects the Foundation's values, including a strong commitment to diversity, equity, inclusion, and justice.
- Represent the Foundation in public forums, including conferences, committees, and relevant communities.

Strategic Financial Leadership

Accounting

- Oversee accounting, auditing, budgeting, and financial reporting for all Foundation activities, while supervising the Finance & Grants Accountant.
- Ensure compliance with industry practices and regulations, coordinating tax return preparation with staff, tax accountants, investment managers and legal counsel.

Financial Planning

- Lead the development of financial planning, including budgets, tax planning, forecasts, and financial projections, ensuring alignment with the Foundation's five percent grant payout requirement.
- Collaborate with the Executive Director on annual budget preparation, while ensuring compliance with tax laws and regulations, and maintaining up-to-date, finance-related policies and procedures.

Investment Oversight

- Oversee cash flow analysis for expenses, grant payments, and capital calls, collaborating with the Foundation's investment management firm to ensure liquidity and accurate processing of capital calls and distributions.
- Manage investment documentation, tax treatment, and compliance with policies, while collaborating with the Executive Director and legal counsel on implementing Board-approved investment decisions and presenting recommendations to the Board of Directors.

Grants and Contract Management

- Provide oversight of grants management operations and supervise the Grants Manager, ensuring compliance with Foundation policies and proper documentation of grant agreements and contracts.
- Review contract terms, maintain records, and collaborate with legal counsel to support grantmaking and contract practices

Program-Related Investments

- Lead the Foundation's Program-Related Investment (PRI) process, partnering with program leads to source, review, and manage PRIs, ensuring compliance with international investment policies and maintaining up-to-date documentation.
- Monitor financial performance of PRIs, including tracking interest, repayments, and

financial covenants, while staying informed of best practices through research and participation in professional conferences.

- Ensure compliance with international tax regulations relevant to PRIs, including understanding cross-border tax implications, withholding requirements, and reporting obligations. Collaborate with tax advisors to navigate complex tax structures and ensure that all investments adhere to local and international tax laws.

Administrative Operations and Communications Leadership

Information Technology

- Lead the strategic vision, planning, and development of all IT systems and applications, ensuring seamless technology support and productivity for staff while staying current with emerging technologies.
- Manage IT operations with support of managed services provider, including coordination with system leads, cybersecurity policies, and user training, while serving as Systems Administrator for core IT platforms.

Human Resources

- Lead all HR functions, including hiring, performance management, training, compensation, and benefits in collaboration with HR consultants.
- Maintain and update employee policies and procedures, ensuring compliance with legal standards and HR best practices in the philanthropic sector.

Facilities Management

- Oversee office lease agreements, tenant improvements, and facility-related communications, ensuring smooth management of the Foundation's workspace.
- Manage service contracts for office equipment, telecommunications, and annual insurance coverage, including commercial liability and directors' & officers' liability insurance.

Monitoring, Learning, and Evaluation

- Supervise and guide the Learning Officer, ensuring the development and implementation of evaluation frameworks that align with the Foundation's mission and strategic goals.
- Foster a culture of continuous learning by using evaluation data to inform decision-making and improve the effectiveness of programs and initiatives.

Communications

- Supervise the Communications Officer, providing general oversight and support to ensure alignment with the Foundation's communications strategy.
- Ensure consistency and accuracy in external communications, while managing high-level oversight of public relations, media, and brand representation consultants.

Ideal Candidate

The ideal candidate will be a collaborative and detailed-oriented leader who brings expertise in financial and strategic planning, accounting, nonprofit and/or business administration, organizational growth strategies, and effective human resource management. Successful candidates will be able to navigate the demands of a relatively small (12-person) foundation and toggle between strategic leadership and hands-on administration and day-to-day tasks. This leader will have a strong work ethic, a commitment to clear goals and measurable outcomes, and an ability to learn quickly within a philanthropic organization.

Qualifications

With the understanding that no person will offer every desired skill and characteristic outlined below, compelling candidates will offer much of the following:

- Strong business acumen and analytical skills; demonstrated experience analyzing financial and operational data, deep knowledge of not-for-profit and/or foundation accounting; highly advanced critical thinking and expert problem-solving skills to develop and apply innovative solutions.
- A strong personal interest in working in an organization committed to equity and justice.
- Demonstrated knowledge of best practices employed in finance, HR, and office operations.
- Knowledgeable in compliance requirements for international investments and tax management, ensuring adherence to regulations.
- Experience identifying and implementing new systems, platforms, and processes that result in greater efficiency and innovation.
- Proficiency with financial management software.
- Superior organizational skills, with an ability to work independently, meet deadlines, exercise sound judgment, discretion, and initiative in coordinating and overseeing the work of others.
- Ability both to think strategically and to initiate and manage multiple projects from inception to completion.
- Experience providing direct support and presentations to a Board of Directors.
- Advanced leadership skills in the context of a small organization or unit where all employees are directly engaged in core operational or business functions.
- Proven people manager with a strong track record of coaching, empowering, and developing staff and supporting an equitable and inclusive culture.
- Exceptional interpersonal communication and presentation skills with the ability to motivate, influence, and persuade; ability to interact with all members of the organization in ways that enhance understanding, respect, cooperation, and problem solving.
- Bachelor's degree and a minimum of ten years of relevant experience in administrative and financial management, or a combination of education and relevant experience required; CPA preferred but not required.

Salary, Benefits, & Location

The salary range for this position is \$250,000-\$275,000, commensurate with experience. The Lemelson Foundation offers employees an exceptionally generous benefits package including fully paid health care coverage for employees and dependents, a 401(k) plan with a generous employer match, and 20 paid vacation days per calendar year during the first year of employment, increasing over time.

While employees are welcome to work in the office on any day of the week, The Foundation has official 'Core Days' (administrative support present) on Tuesday, Wednesday, and Thursday. Employees are expected to be in the office 6-10 Core Days per month (approximately 27-45% of a typical 22 working-day month). Relocation assistance will be provided should the successful candidate reside outside the Portland, Oregon, area.

The Lemelson Foundation's EEO Statement

At The Lemelson Foundation, we believe diverse perspectives drive the inventive spirit behind our work. We are committed to an inclusive environment where people from all backgrounds can contribute to advancing invention and innovation. We do not discriminate based on race, color,

religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. We encourage candidates from diverse backgrounds to apply.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button. Letters may be addressed to Martens Roc.

Applicants applying by **November 4th** will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by The Lemelson Foundation to lead this search. For questions, please contact:

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