



## **Finance Director Position Description**

The Finance Director is appointed by the President with the approval of the Board and is a voting member of the Board of Directors. The position shall be for one year. Re-appointments and confirmations for additional one-year terms have no limit. Article V, Section 11 RVGS By-Laws

### **Responsibilities**

1. Chair the Finance and Budget Committees.
2. Oversee fundraising of the Society, including, but not limited to:
  - a. Coordinate the Annual Fund Drive.
  - b. Work with the grant writer in identifying grant needs, providing documentation, and overseeing grant implementation and timelines.
  - c. Cultivate major contributors and planned-giving.
  - d. Monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, that fundraising efforts are cost-effective, and in compliance with federal and state nonprofit rules and regulations.
  - e. Monitor and encourage giving to the endowment fund.
3. Conduct surveys, as needed, to evaluate future growth and financial needs of the Society and Library. Results to be used for long-range planning.
4. Review and evaluate short and long-term investments with the Board.
5. Explore opportunities for partnerships with other organizations.
6. Report activities at Board and General Membership meetings.
7. Serve on the Audit Committee as an advisor.
8. Assist the Treasurer and bookkeeper as needed.
9. Coordinate development of annual budget by:
  - a. Developing appropriate procedures for budget preparations, including meaningful involvement by program directors and consistency with mission and long-range plans.
  - b. Calling Budget Committee meetings with assistance of Treasurer.
  - c. Developing budget document.
  - d. Presenting budget to the Board and General Membership for approval.
10. Report to the Board any financial irregularities, concerns, and/or opportunities.
11. Recommend financial guidelines and monitor Gift Acceptance and Reserve policies of the Board.
12. Assist in selection and hiring of outside financial assistance, e.g. bookkeeper, auditor, tax preparer.