



THE CHAMPLIN FOUNDATION

SEARCH REOPENED

Position Profile: Finance and Administrative Officer

The Champlin Foundation located in Cranston, RI, seeks a Finance and Administrative Officer to support the Executive Director in guiding financial and administrative policy, direction, performing grant application due diligence and development of effective, streamlined systems. Anticipated start date is January 2027.

POSITION SUMMARY:

Reporting to the ED, the Finance and Administrative Officer serves as the **comptroller/finance lead for a \$1.5M budget and grant application financial reviewer, as well as providing HR & policy support.** This position ensures the Foundation's compliance with private-foundation and public-charity accounting/tax rules, oversees 5-person payroll, AP, and financial statements, and —distinctively — conducts financial health assessments of nonprofit grant applicants. This can include analyzing financial statements, audits, and Form 990s for flags (deficits, revenue concentration, declining trends, deferred liabilities). The Officer does work with the Trustee on compliance and records investment activity monthly but has no role or responsibility in investment decisions or managing the investment team. In addition, they staff the Investment Liaison Committee of the Foundation's Distribution Committee.

KEY QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

The successful candidate is a seasoned and mature leader with 5+ years senior-level nonprofit/public-charity finance experience, degree in accounting & finance, (or equivalent), a team player, with a collaborative and flexible style, strong service mentality and commitment to the non-profit sector. Strong knowledge of not-for-profit GAAP principles, experience preparing for annual audits and proficiency in QuickBooks Online, BILL (or similar) and MS Office and Excel required. Proficient written and verbal communication skills and the ability to balance rigorous financial assessment with compassion for applicants of varying capacity required. Experience assessing, developing and implementing financial and other administrative policies and procedures necessary. The Finance and Administrative Officer is initiative-taking, and hands-on. Limited local travel is required.

APPLICATION INFORMATION:

The Champlin Foundation is an equal opportunity employer and fully committed to serving our community. This position is based in our Cranston, RI offices and we offer remote work Fridays and twice a year during the intense grant review process. Compensation will be commensurate with experience and qualifications. The salary range is \$135,000-\$150,000 annually. Benefits include a generous SEP IRA contribution after one year. Successful completion of background and credit checks required. Please submit a resume and cover letter describing your interest in the position, and salary requirements to: Cynthia Butler, SPHR, SHRM-SCP, Butler & Associates Human Resources Consulting, cjbutlerhr@gmail.com

Established in 1932, The Foundation has awarded more than \$737 million in grants and continues the legacy of George Champlin and his siblings by serving as a source of help, hope, and economic growth in Rhode Island. As a private foundation and a place-based funder, its lean professional team of 5 along with a Distribution Committee considers about 250 applications each year and awards approximately \$20 million annually for capital projects. The Foundation values discretion, transparency, collaboration, and an equity-minded culture. Learn more about [The Champlin Foundation](#).