



## THE CHAMPLIN FOUNDATION

### **Position Profile: Finance and Administrative Manager**

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

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, it awards approximately \$20 million annually, primarily for nonprofit capital projects. Operating with a lean structure, a \$1.4 million budget, five FTEs and considering about 300 applications each year — it values discretion, transparency, collaboration, and an equity-minded culture. Learn more about the [The Champlin Foundation](#).

#### **POSITION SUMMARY:**

Reporting to the ED, the Finance and Administrative Manager will be responsible for four main functions: **comptroller/finance lead, HR & policy support, general operations advisor, and grantmaking due-diligence reviewer**. This position safeguards the Foundation's compliance with private-foundation and public-charity accounting/tax rules, oversees payroll, AP, and financial statements, and —distinctively — conducts financial health assessments of nonprofit grant applicants. This includes analyzing financial statements, audits, and Form 990s for red flags (deficits, revenue concentration, declining trends, deferred liabilities) and works with the Trustee on compliance, records investment activity (has no role in investment decisions or managing the investment team), and staffs the Investment Liaison Committee.

#### **KEY QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:**

The successful candidate is a 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 leading 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, HR, technology and administrative policies and procedures necessary. The manager is initiative-taking and hands-on. Limited local travel is required. View the full [position profile](#).

#### **APPLICATION INFORMATION:**

The Champlin Foundation is an equal opportunity employer and fully committed serving our community. Compensation will be commensurate with experience and qualifications. The salary range is \$120,000-\$135,000 annually. Benefits include a generous SEP IRA contribution after one year. Successful completion of background and credit checks required. Candidates who apply before September 11, 2026, will be fully considered. They should submit a resume and cover letter describing their interest in the position, and salary requirements to: Cynthia Butler, SPHR, SHRM-SCP, Butler & Associates Human Resources Consulting, [cjbutlerhr@gmail.com](mailto:cjbutlerhr@gmail.com)