



Rancho Santa Fe FOUNDATION

POSITION	Finance & Investment Analyst
REPORTS	VP, Finance & Operations
POSITION TYPE	Full-time (40 hours)

ABOUT RANCHO SANTA FE FOUNDATION

For nearly 45 years, Rancho Santa Fe Foundation (RSFF) has served as a trusted leader in philanthropy, helping individuals, families, and nonprofit partners achieve their charitable goals. With nearly \$200 million in assets under management and over \$162 million granted since 2000, we are proud to support impactful giving locally and across the San Diego region.

Our mission is to serve as a trusted leader in philanthropy, empowering our community and fundholders to achieve their charitable goals. Our vision is to be Rancho Santa Fe's home for philanthropy, while extending our reach to create a meaningful impact both locally and across the San Diego community.

Everything we do is grounded in our four pillars of success:

- **Exceptional Customer Service** – Providing personalized support and seamless experiences for our fundholders and partners.
- **Superior Financial Stewardship** – Managing charitable assets with integrity, transparency, and long-term vision.
- **Impactful Community Leadership** – Serving as a convener and catalyst to address emerging needs and drive meaningful change.
- **Trusted Philanthropic Advisor** – Offering expert guidance to donors as they shape their philanthropic legacy.

RSFF is home to 400 charitable funds and is known for its thoughtful, relationship-driven approach. We foster generosity, guide strategic giving, and invest in solutions that improve lives and strengthen communities.

POSITION SUMMARY

The Finance & Investment Analyst is a full-time position responsible for performing the essential accounting and investment activities necessary to maintain the fiscal integrity of the Foundation. Reporting to and collaborating closely with the VP, Finance & Operations, this position is responsible for processing contributions and grants in the Foundation's accounting system, ensuring compliance with regulatory and internal policies, processing accounts payable, performing monthly reconciliations and investment activity, preparing monthly financial reports, and providing support for the annual audit.

PRIMARY DUTIES AND RESPONSIBILITIES

General Accounting

- **Contributions:** Conduct the end-to-end gift process, from deposit and recording in the accounting system to issuing timely acknowledgements, ensuring accuracy, transparency, and alignment with the Foundation's stewardship standards. Partner with staff to uphold fund-opening protocols and communicate gift information effectively.
- **Accounts Payable and Grants Payable:** Process accounts payable and grants payable by accurately recording invoices, processing timely payments, and maintaining complete vendor and grant files. Administer grant distribution requests, ensuring all due diligence is conducted and documented in compliance with IRS and regulatory standards.
- **Month/Quarter End Duties and Reporting:** Perform month-end and quarter-end closing activities to ensure accurate and timely financial reporting. Prepare and deliver timely, accurate financial and grant reports-including charts and graphs- for internal and external stakeholders.
- **Compliance:** Strengthen the Foundation's financial integrity by ensuring adherence to internal controls, assessing effectiveness, and recommending enhancements that reduce risk and support long-term sustainability.
- **Annual Audit/Tax Filing:** Partners with the VP, Finance & Operations, external auditor, and Consulting CPA to prepare accurate and comprehensive financial schedules, ensuring compliance with audit standards and regulatory requirements, and supporting the timely completion of the annual audit and tax filings.
- **Process Documentation & Continuous Improvement:** Ensures all processes are well-documented and current, proactively seeking improvements that simplify workflows and strengthen operational effectiveness.

Investments

- Prepare asset rebalancing worksheet at the end of each month to maintain adequate balances in the Gift & Grant checking and Investment accounts.
- Posts monthly investment returns and creates investment performance report for distribution to Investment Committee, Board of Directors and general public through the Foundation's website.
- Assesses monthly investment activity to applicable funds.
- Assist with the preparation of Quarterly Investment Letters

Other

Partner with the VP, Finance & Operations on special projects and other assignments, taking ownership to ensure successful execution and meaningful outcomes.

EXPERIENCE AND POSITION REQUIREMENTS

- Associate or bachelor's degree with emphasis in accounting preferred.
- Experience working with nonprofits in any capacity is a plus.
- Knowledge of GAAP and familiarity with nonprofit accounting practices, including fund accounting for restricted and unrestricted funds.
- Experience working with various accounting systems.
- Demonstrated excellent oral and written communication skills and keen analytical skills.
- Proven track record of exceeding goals and objectives.
- Demonstrated excellent interpersonal skills with an ability to work with diverse people and groups in multicultural environments.
- Demonstrated advanced proficiency with Microsoft Office package. (Outlook/Word/Excel)
- Awareness of AI tools and their application in reporting, forecasting, and process automation
- Familiarity with data analytics tools (e.g., Excel advanced functions, Power BI, Tableau) considered an asset.
- Highly motivated with a strong work ethic and a willingness to learn.
- Demonstrated ability to work as an effective team member.
- Demonstrated ability to work manage time effectively and communicate information with a team.
- Valid driver's license and acceptable driving record. Must provide and verify own automobile insurance.
- Demonstrated passion for the nonprofit sector and the mission of the Foundation.

LOCATION

This is a hybrid role with an office located at 162 S. Rancho Santa Fe Road, Encinitas, CA 92024. This position will work on-site a minimum of three days a week. To ensure that RSFF staff have collaborative time together, all staff are on-site every Monday. The physical office is closed on Fridays.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Extensive use of the computer; this position requires the incumbent to be able to remain in a stationary position more than 80% of their time.
- Frequent walking and standing are required.
- Utilization of personal transportation required for San Diego county-wide visits up to 10% of the time.
- Weights of up to 20 pounds are occasionally lifted
- The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work performance by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills.

There are **many perks** to being on the team at Rancho **Santa Fe Foundation** – here are a few highlights:

- **Hybrid work schedule**
- **Comprehensive medical, vision, and dental**
- **401K Match**
- **12 paid holidays**
- **Accrued paid time off (First year: 12 days | 2nd year: 19 days | 3 years+: 24)**
- **Quarterly team volunteer opportunities**
- **4 hours of paid personal volunteer time (monthly)**

Salary Range: \$57,000 – \$78,000 annually

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