



NAPW JOB ANNOUNCEMENT

JOB TITLE:	Part-time Chief Financial Officer
JOB TYPE:	Part-Time; Regular; Senior Management; Confidential; Exempt
JOB LOCATION:	New York City (Office-based position)
COMPENSATION:	Competitive salary; Generous benefits

National Advocates for Pregnant Women (NAPW) seeks to protect the rights and human dignity of all people, focusing on pregnant and parenting women and those who are most likely to be targeted for state control and punishment, including low income women, women of color, and drug-using women. NAPW works to ensure that women do not lose their constitutional and human rights as a result of pregnancy; that addiction and other health and welfare problems they face during pregnancy are addressed as health issues, not as crimes; that families are not needlessly separated based on medical misinformation; and that pregnant and parenting women have access to a full range of reproductive health services, as well as non-punitive drug treatment services. NAPW uses the lessons learned from the experiences of these women to find more effective ways of advancing reproductive and human rights for all women and families.

Our work encompasses litigation, litigation support, and legal advocacy; local and national organizing; and public policy development, public education, and outreach. Two principles guide all NAPW activities: (1) to build bridges and align agendas across diverse public health and social justice movements, and (2) to leverage and connect local organizing and activism with national advocacy and policy work.

To that end, NAPW is actively involved in ongoing court challenges to punitive reproductive health and drug policies and provides litigation support in cases across the country. NAPW engages in local and national organizing and public education efforts among the diverse communities that are stakeholders in these issues, including the women and families directly affected by punitive policies, as well as public health and policy leaders.

Position Description

NAPW seeks an experienced **Part-time Chief Financial Officer (CFO)**. The Chief Financial Officer is responsible for planning, directing and controlling all accounting and financial functions of the organization. The CFO serves as NAPW's primary spokesperson for all fiscal matters and is responsible for the management and administration of all aspects of the daily operations of the organization's finance department. The CFO is responsible for preparing and overseeing NAPW budgets and budget projections, preparing and presenting financial statements and development of fiscal operations.

The CFO is accountable for short and long-range financial and capital plans and for evaluating NAPW's financial condition in support of the organization's strategic and operational objectives. The CFO is responsible for managing debt and financing options and will be present and active in Board meetings as well as serving as the primary staff lead on the Finance Committee of the Board. S/He/They also works collaboratively with the Deputy Director for Operations and CHRO, providing advice and executive oversight as needed to ensure that the areas of operations, development, technology and HR are operating at maximum thoroughness and efficiency, and in concert with the strategic and operational needs and directives of the ED and the organization by extension.

The CFO reports directly to the Executive Director (ED) and serves as a thought leader and strategic business advisor to the ED regarding key organizational and management issues. The CFO is a member of the Senior Management Team (SMT) which is comprised of the ED, CHRO, Deputy Director for Operations, and the Director of Legal Advocacy. The CFO works closely with the Board of Directors and advises the Board and SMT on all strategic and tactical matters relating to financial strategy and status, risk management and compliance, short-term and long-term planning.

The successful candidate is an outstanding leader and contemporary thinker who possesses substantive knowledge of non-profit administrative business management, accounting principles and organizational skills. The individual will reinforce a culture of measurement, accountability and service and will actively lead and participate in influencing organizational direction, growth, strategic planning, and financial forecasting as a member of the SMT.

Responsibilities include (but are not limited to):

Management

- Provide supervision and direction to financial department employees to include staff planning, interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems;
- Review, refine, formalize and oversee implementation of all finance and accounting policies, procedures and controls; establish Finance & Accounting Standard Operating Procedures (F&ASOPs);
- Evaluate, identify, acquire and implement systems and software to provide critical financial and operational information; work with the Deputy Director for Operations to ensure the proper functioning of all systems, databases and financial software;
- Develop and maintain internal controls to ensure the reliability and integrity of financial and accounting information; Monitor, analyze and review cost allocations, updating methodology as required;
- Coordinate all financial activities, including banking relationships and investment activities; Monitor and control all financial accounts to ensure NAPW is maximizing cash and investment rate of return in compliance with Board policy;
- Interface with staff in various positions to provide guidance and information on accounting controls and procedures;
- Communicate the organization's financial position effectively to non-fiscal persons;
- Work in partnership with fundraising and development staff to ensure responsible tracking of funds raised and spent and to develop a fundraising strategy that will appropriately diversify funding sources and respond to organizational needs;
- In tandem with the CHRO, work to devise and implement policies that directly impact critical functions such as recruitment, training, retention, benefits and compensation management to fulfil the strategic objectives of the organization, all within the constraints of the allowable budget.

Board Interaction

- Actively engage the Board in challenging conversations and decision-making to advance NAPW's impact;
- Work directly with assigned committee(s) of the Board (e.g., Finance, Insurance, Investment, Audit) to build volunteer relationships, develop policies, monitor their implementation and meet the related needs of the Board and the organization;
- Anticipate trends and their implications on the future of the organization; Manage investments under the direction of the Investment Committee, and within the risk tolerance expressed by the Board via the asset allocation policy; Serve as primary spokesperson and point of contact to investment brokers.

Financial Reporting; Grants Management Reporting

- Full oversight of the accounting and resource allocation for the organization;
- Prepare or direct preparation of monthly reports summarizing and forecasting business activities and financial positions in areas of income, expense, and other relevant financial metrics or positions;
- Oversee the month-end close process, constantly reviewing procedures while eliminating inefficiencies; Oversee preparation of monthly, quarterly and annual financial statements;
- Represent the organization to banks, financial partners, institutions, investors, public auditors and officials;
- Directly or by collaboration with the Deputy Director for Operations, establish and maintain systems to ensure the proper, regular and timely submission of monthly, quarterly, and annual grant activity and reports and any other pertinent data for funders and/or regulatory agencies and the Board as required;
- Prepare, provide, and manage all finance and accounting-related data, analysis, and information required for grants administration; Provide financial analytical support for tracking grant project results and developing grant proposals.

Financial Analysis, Strategy and Budgeting

- Conduct cost-benefit analyses to support business decision-making around programmatic initiatives, employee compensation, benefits and expansion planning;
- Lead the annual budgeting process to produce a budget that is aligned with the organization's goals and strategic priorities;
- Monitor budget to actual results throughout the year;
- Coordinate with the Executive Director and SMT in preparing the annual budget for submission to the Board, with narrative on results, variances to plan, trends and key metrics;
- Provide financial analytical support for evaluating capital purchases and leases;
- Support program staff in understanding the financial impact of their strategies, decisions and program activities;
- Provide teaching, coaching and other support to staff across the organization to ensure that they have the financial information and understanding necessary to do their jobs effectively;
- Develop, review, and approve budgets for grant proposals and contracts; Develop grant budgets as part of the strategic planning process.

Audit and Tax

- Manage and serve as sole point of contact and organization's spokesperson for the annual audit process, federal and state single audits; Ensure reporting is in compliance with GAAP, state, federal, funders and other applicable sources;
- Review 990 tax returns; Ensure most-current public financial information is made available to all external sources and sites;
- Oversee and review annual 403b plan audit and Federal tax filings;
- Ensure that current accounting standards and legal requirements are met;
- Remain current on audit best practices as well as state, federal and local laws regarding company operations.

The ideal candidate will possess the following MINIMUM qualifications:

- MBA in Finance or Accounting **plus** a BA/BS Degree in Finance or Accounting; Master's Degree in Nonprofit Management desirable; Currently licensed CPA or Certification as CMA/CGMA highly desirable;
- 10+ years of senior management-level experience with demonstrated success leading the finance function in a complex, non-profit accounting environment with a minimum of 5 years' experience as a CFO;
- Knowledge and understanding of general business matters required including budget development, financial reporting, cash management, business taxes, banking and debt financing instruments;
- Strong and expansive background in executive management, particularly financial and operational management, in-depth knowledge of accounting rules and IRS regulations specifically relating to nonprofit organizations of similar type and size; experience managing private foundation grants;
- Demonstrated ability to build and maintain strong relationships between employees and other stakeholders at all levels and the ability to provide oversight and mentoring of the accounting and finance staff;
- Demonstrated fiduciary experience, ability to strategically analyze financial data, both at an overall organizational level as well as the detailed project/program levels and communicate that data to inform organizational strategy and development;
- Strong manager with emphasis on team building, staff empowerment and career development, timely delivery, attention to detail, and prioritizing work flow to meet critical deadlines;
- Ability to balance the delivery of programs against the realities of budget constraints;
- Strong project management skills and the ability to identify and implement process improvements, system upgrades and solutions;
- Skilled and experienced practitioner of working with Boards and Board Committees;
- Significant experience working with external auditors, internal controls and compliance-related issues with demonstrated success in full management of the complete non-profit annual audit process;
- Demonstrated leadership ability, confidence and executive presence;
- Experience with development of and consultation to the development of business plans for new programs or initiatives, or the re-engineering of existing programs or initiatives;
- The ability to collect, interpret, and present pertinent data; and the ability to connect and relate financial data to the programmatic elements of NAPW's mission;
- Excellent analytical, reasoning and problem-solving skills;
- Impeccable ethical standards coupled with respect for, and commitment to, the mission and values of the organization;
- Impeccable integrity, judgment, a balance of humor and diligence, humility and mission-driven ambition;
- Advanced-level proficiency with solid, measurable experience in Mac OS platform QuickBooks, QB Pro Advisor, QB Online, Intuit Payroll, HRIS, and Development/Donor management applications. Familiarity and/or trainability in other Accounting, Payroll Processing, HRIS (e.g. Paychex, ADP-Run, ADP Total Source, MIP, Fund-EZ, Network for Good, Raiser's Edge, 4D);
- Advanced-level proficiency with solid, measurable experience in a variety of Mac OS computer software applications, social media platforms, and databases (e.g. MS Office Suite, GoogleDocs, Zoom, Google Hangout, Skype, Instagram, Twitter, Facebook, LinkedIn, YouTube).

THIS IS AN IMMEDIATE HIRE.

REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED BELOW):

1. Cover Letter which **must** include **all** of the following elements:
 - a) Your personal & professional motivation for seeking this position.
 - b) A discussion of what makes you the ideal/best candidate for this position.
 - c) Explain how your skill sets and experience best demonstrate your strategic approach.
 - d) Explain how your strategic approach would help support and advance NAPW's mission and work.
 - e) Salary Requirement.
 - f) Indicate where you found this Job Announcement.
2. Resumé.
3. Complete contact information for **three** (3) professional references.

INSTRUCTIONS: NO PHONE CALLS OR FAXES PLEASE.

All submissions must be sent **VIA EMAIL ONLY** To: **NAPWjobs@AdvocatesForPregnantWomen.org**

SUBJECT: ATTN: Human Resources – NAPW Chief Financial Officer (September 2018)

NATIONAL ADVOCATES FOR PREGNANT WOMEN IS AN EQUAL OPPORTUNITY EMPLOYER. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, GENDER IDENTITY, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

www.AdvocatesForPregnantWomen.org