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Chief Financial Officer

📍 Washington, DC

🕒 Full Time

🎓 Senior Executive

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Job Title	Chief Financial Officer
Reports to	Vice President of Operations/Chief of Staff
FLSA Status	<i>Exempt Position</i>

Alliance for Justice and AFJ Action (collectively, “AFJ”) seeks a strategic, mission-oriented, and experienced leader to serve as Chief Financial Officer (CFO). Reporting to the VP of Operations/Chief of Staff, the CFO is a member of the leadership team.

Committed to advancing social justice, the new CFO joins AFJ at a moment of ambitious organizational transformation. In recent years, the organization has accelerated a transformation of its work and the business model to support it. The ideal CFO candidate will have the confidence, experience, management acumen, and people-skills to guide AFJ through this transition.

The CFO serves as a strategic partner to the executive team and board committees and will be responsible for leading the finance department. An excellent communicator, the CFO must possess the ability to make finance accessible to lay audiences. The CFO must

be resourceful, experienced with change management, and have the ability to deliver results in a deadline-driven, fast-paced, and dynamic environment. The successful candidate will have outstanding analytical, organizational, and project management skills with an overall execution orientation and high attention to detail.

The CFO will supervise at least two staff (Director of Finance and Staff Accountant) and will be responsible for ensuring necessary financial insights, processes, procedures, and analyses to help make better decisions about formulating and executing strategy. The CFO is responsible for all financial operations: long-term forecasting and planning; accounting; management of reserves and cash; budgeting and fiscal functions; maintenance of systems for grants management; monthly revenue reconciliation and budget monitoring; and annual audit. The CFO will be the lead staff for two board committees: Finance and Investment and Audit and Risk.

Demonstrated knowledge and understanding of Generally Accepted Accounting Principles (GAAP) in the United States, and the track record to lead a team to ensure adherence to accounting standards are important factors of success in this role.

Responsibilities and Duties

Organizational Leadership

- Serve on AFJ's leadership team, developing and executing organization-wide strategies;
- In close working partnership with the VP of Operations/Chief of Staff, shape AFJ's financial strategy;
- Manage financial capital and communicate capital requirements/implications of business decisions to President and the Boards;
- Partner closely with the VP of Institutional Advancement to develop a strategic growth strategy, including the development of annual and multi-year budget forecasting;
- Communicate effectively with AFJ's Boards of Directors, especially the Finance and Investment and Audit and Risk Committees, to ensure all board members clearly understand the organization's financial health and sustainability;

- Conduct meaningful proactive analysis to improve key business decisions focusing on management of working capital, use of financial vehicles, and others;
- Provide useful financial insights to help make better decisions about formulating and executing business strategy and risk mitigation; and
- With the support of the Director of Finance, and in partnership with the VP of Operations/Chief of Staff and VP of Institutional Advancement, drive the annual budget process.

Financial Management

- Serve as the organizational leader in all areas of finance and budget management;
- Support leadership team, Boards, program, and development teams through financial modeling and reporting as well as data-driven analysis;
- Ensure effective cash flow management and support the Finance and Investment Committee in managing organization's board-designated fund ;
- Oversee a robust and strategic grants management and reporting system;
- Establish and strengthen internal processes required to manage the fiscal health of the organization, such as monthly revenue reconciliation and monthly monitoring and reporting;
- Ensure the integrity, accuracy, and usefulness of all financial reports;
- In collaboration with AFJ's General Counsel, ensure compliance with federal, state, local, and organizational laws, regulations, guidelines, and best practices; and
- Build and maintain business models and forecasting tools that allow for robust scenario planning and real-time decision making.

Qualifications

- Minimum of 12 years serving as an organizational leader, with a demonstrable track record of leading the finance functions for 501(c)(3)s with affiliated 501(c)(4)s;

- Track record operating in a mid-sized non-profit with a philanthropic (contributed revenue) business model;
- A demonstrable capacity for analytical and strategic thinking and ability to integrate a high-level vision with a tactical execution;
- Advanced degree, preferably in accounting, finance, or other business/operations focus area. In lieu of degree requirement, applicable work or life experience may be considered;
- Effectiveness in managing and coaching teams; building positive, results-oriented culture; and creating structure to support high-level performance of a diverse team guided by principles of fairness and equity;
- Technology fluency, including systems management and financial reporting systems;
- Demonstrated skill at navigating complex organizations and strong collaborative and people skills and willingness to remain flexible and problem solve creatively during this phase in the organization's growth.

Mission Critical Objectives | Year 1

- Transition to new accounting software;
- Evaluate, refine, and perfect revenue reconciliation, budget management, grants management and reporting and other processes to improve foresight and decision-making;
- Evaluate AFJ cost structures and processes and produce recommendations for greater performance and efficiencies;
- Assess staffing and capacity of finance team to ensure high functioning in new business model; and
- Establish routine forecasting capability and processes.

Leadership Style and Characteristics

- Vision and Purpose: Embracing and communicating AFJ's vision and goals, reflecting a dedication to social justice, equity, and inclusion;
- Leading by Example: Demonstrating and fostering, by example, a sense of urgency, strong commitment/accountability, and sound decision-making to achieve goals;

- **Inspirational:** Encouraging and inspiring colleagues and subordinates to stretch beyond what they thought they could accomplish;
- **Ethics and Values:** Adhering to a code of conduct with a moral compass focused on the highest level of integrity and ethics.

Compensation and Benefits

The starting salary range for this position is \$155,000-\$160,000. We also offer a comprehensive and generous benefits program, including:

Health

We offer medical, dental, vision benefits, covering all associated premiums, as well as an employee assistance program for physical and mental well-being.

Savings

Save for retirement with our employer matching 401K plan where we provide a 5% annual contribution. Other insurances include life and disability where premiums are also covered.

Time

We have a generous paid time off policy.

Family

We provide a range of paid and unpaid family leave programs that allow our employees to bond with and care for their children and other dependents.

Physical Demands

While performing the duties of this job, the employee is regularly required to use a computer and communicate with others while doing so. On occasions, travel by train and airplane. Ability to work long hours when needed. All employees must satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Work Environment

This is a full-time position that has a hybrid work schedule (combination of in-person and remote work) if the candidate is located in the DC area and may be remote if the candidate is located elsewhere. General office working conditions, the noise

level in the office is usually quiet. Some occasional evening and weekend hours may be required.

Direct Reports

This position will supervise at least two staff members (Director of Finance and Staff Accountant).

Racial Equity

Our employees share our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do, and ensuring an inclusive organizational culture.

Disclaimer

This description is intended to provide an overview of this position and is not all-inclusive. The incumbent in this position will be expected to perform other duties as required. Responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Equal Employment Opportunity

Alliance for Justice provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

How to Apply

Qualified applicants please submit a letter of interest and resume.

If you require reasonable accommodations during any part of the hiring process, please email alicia.peyton@afj.org.

Apply for this position

REQUIRED *

First Name *

Last Name *

Email Address *

Phone *

Address

Resume *

Attach resume or Paste resume

Cover Letter *

How many years of relevant experience do you have? *

Please list any relevant certifications you have earned.

Please let us know where you found this job posting. *

If you chose Other, please explain where you found this job listing.

LinkedIn Profile URL (optional)

The following questions are entirely optional.

To comply with government Equal Employment Opportunity and/or Affirmative Action reporting regulations, we are requesting (but NOT requiring) that you enter this personal data. This information will not be used in connection with any employment decisions, and will be used solely as permitted by state and federal law. Your voluntary cooperation would be appreciated. [Learn more \(https://www.eeoc.gov/employees-job-applicants\)](https://www.eeoc.gov/employees-job-applicants).

Gender

Race/Ethnicity

Human Check *

 I'm not a robot reCAPTCHA
Privacy - Terms

SUBMIT APPLICATION

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