



## Chief Financial and Administrative Officer

### OPPORTUNITY

The Chief Financial and Administrative Officer (CFAO) oversees all financial and administrative functions for [The Housing Collective](#) (HC). This is a strategic and entrepreneurial role for an individual skilled in nonprofit financial management, dedicated to collective impact and interested in being part of a growing organization. The new executive will serve as the first CFAO of HC and join a team that thrives on collaboration, is driven by compassion, and continually embraces innovation. The CFAO provides leadership and support to enable productive collaboration and drive systems change. This is a unique opportunity to make a positive impact in the lives of others, with a fast-paced and emerging organization, offering a highly competitive [compensation](#) and benefits package.

### ORGANIZATION

HC harnesses the power of collective impact to provide equitable access to housing and ensure housing stability for all. HC envisions a future where a safe, stable, and affordable home is available to every member of the community as a springboard to opportunity and the foundation for a healthy, productive, and meaningful life.

Focused on ending homelessness and creating housing opportunities for all community residents, HC facilitates regional initiatives to collectively address housing challenges in multiple geographies across Connecticut. Core initiatives include Opening Doors (ending homelessness), the Centers for Housing Opportunity (increasing housing opportunity and affordability), and the Housing Innovation Lab (housing data and technology solutions). HC strategically leverages the collective strengths of multiple organizations, leading collaboratively to reimagine the complex systems that determine access to opportunity. Using data and innovation to inform strategy and ensure efficacy, equity, and accountability, HC is relentless in its efforts to drive and measure systems change that improve the lives of vulnerable and historically marginalized residents.

Since 2005, HC has worked to align communities and resources to build a regional response to homelessness. Based in Bridgeport, CT, HC is governed by a board of 17, led by a team of 26, and manages a total revenue of approximately \$16M. HC's culture is guided by a core set of values: Equity, Innovation, Compassion, Collaboration. A commitment to these values and a continuous pursuit of mission are foundational to the organization and how it operates.

## THE ROLE

The CFAO reports to the CEO and is additionally accountable to the Board and in partnership with the Senior Leadership Team, ensuring that core business, control and guardianship processes are in place and work efficiently and effectively. The position manages functional staff in Finance, IT and Office Management and is responsible for the prioritization of infrastructure needs. The CFAO is responsible for incorporating into each the necessary governance, control & guardianship processes, including Legal, Compliance, Internal Audit and Risk Management.

The CFAO works in partnership with the CEO, Chief Operating & Strategic Officer (COSO), and the rest of the Senior Leadership Team, developing organization performance goals (short and long-term), designing and implementing business operations, establishing policies that promote HC vision and culture, ensuring the financial health of the organization, and providing support to the CEO and COSO in the performance of their duties. Priorities for the role include:

### Financial and Grants Management

- Manage financial systems and controls, especially government grants and contracts; frame out financial systems to synthesize internal and external workflow. Establish grant reporting controls and ensure accurate and timely reporting for a large portfolio of grants. Refine financial processes, including invoicing, contract management, and building operating reserves.

### Systems Optimization

- Collaborate to optimize financial operations amidst transitioning from QuickBooks to Sage Intacct. Assess staff and infrastructure capacity, internally/externally sourced support, and technical stack solutions. Evaluate current financial structures and the feasibility of bringing certain functions in-house.

### External Relations

- Collaborate with a community of partner groups and peer networks, of both funders and fundees, to assess capacity and processes, build capacity and ensure compliance. Work with HC leadership and board to streamline and finetune current financial systems internally and externally. Gain a comprehensive understanding of HC operations and roles within the community.

## RESPONSIBILITIES

The CFAO oversees effective resource management, implements financial systems and controls, ensures compliance with reporting requirements, and, as necessary, revises organizational policies for enhanced efficiency and accountability. The CFAO will contribute to strategic financial planning and innovation to support organizational growth and mission. The CFAO oversees all financial and administrative functions of HC.

## Finance

- Directs the preparation of all financial statements, including balance sheet, P/L, and cash flow reports for HC, relevant Departments, Programs, and Grants. Provides regular insight and analysis, ensuring that all Senior Leadership Team members understand the business of HC.
- Oversees a Managed Service provider - Tompkins Consulting (TC), a Finance and Admin Specialist, and a Grants Manager.
- Responsible for all critical transactional functions; including AR/gift processing, AP, cash management, monthly close, and program & management reporting.
- In coordination with TC and the COSO, develops and leads an annual budget process that facilitates HC strategic and operating goals. Leads the annual Audit process and preparation of tax returns.
- In coordination with TC and the Senior Leadership Team, establishes internal policies and procedures that supports overall business transparency and minimizes financial risk.
- Continually evaluates Finance infrastructure and related policies against the changing business needs of the organization.

## Grant Management & Compliance

- Oversight of all contracting for the Housing Collective and its Departments including Development, Program and Finance.
- Responsible for understanding the full life cycle of a Grant including providing input and recommendations to proposal budgets pre- and post- award; set up, maintain, close out, and periodically report on key financial metrics such as actual vs budget.
- Ensure HC meets all the requirements of a given grant such as coordinating with the Finance functions of sub-grantees and when necessary, working with funders to implement a sub-grantee's performance improvement plan.

## Administration

- Oversees a Managed Service Provider (Nutmeg Consulting), responsible for day-to-day technology onboarding/offboarding, technical support and troubleshooting.
- Evaluates IT infrastructure, services, and related policies against the business needs of the organization.
- Ensures the necessary information security systems for HC information and data.
- Identifies, develops and manages legal resources that support HC current and emerging business needs, including in the areas of Corporate, Employment, Contract (vendor, grantor and grantee), Intellectual Property and more.
- Develops, implements and maintains an end-to-end contract management process, including the development of standard HC agreements.
- Develops and maintains relationships with local and national vendors to ensure timely and cost-effective procurement and compliance with grant requirements.
- Supervises key operations staff, responsible for maintaining the office condition.

## QUALIFICATIONS

The HC promotes equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees. If you meet many of the qualifications listed, The HC encourages you to apply.

- Minimum ten (10) years combined experience in nonprofit financial management, including familiarity managing large, complex portfolios.
- Experience managing nonprofit accounting, especially government grants and contracts, and in mission driven environments.
- Experience with financial management systems, particularly with Sage Intacct systems and state-of-the-art financial technology infrastructures (financial tech/solutions stacks)
- Process orientation and control compliance, including experience with third party vendors, Management Services Organizations (MSOs), and hybrid financial systems.
- Ability to think critically and make quick decisions in a fast-paced environment; collaborative and adaptive nature to work in an entrepreneurial environment effectively with diverse stakeholders.
- Excellent communication skills in driving effective interaction with external partners.
- Strong leadership skills, and self-motivation, including the ability to lead financial teams and collaborate with senior leadership teams; prior staff supervisory responsibility and a track record of building diverse teams.
- The capacity to navigate a complex and dynamic organizational environment.
- Creativity, innovation, and a forward-thinking mindset in seeking innovative solutions to address financial systems challenges and adapt to changing circumstances.
- Effectively advance critical and strategic thinking skills in a collaborative and deliberate manner to contribute to the organization's growth and mission; ability to both assess and educate.
- Demonstrated commitment to advancing equity and accessibility, especially around homelessness; driven to advance social and systems change.
- Bachelor of Arts in Accounting; history of taking on increased responsibilities and career advancement; evidence of a commitment to professional development to maintain accounting/financial skills.

## HOW TO APPLY

Interested candidates can submit materials at this link:

### APPLY HERE

This search is being conducted in partnership with [TSNE](#). All submissions receive acknowledgment and are confidential within the search committee and TSNE. Electronic submissions sent through the above link are preferred.



Candidates should include a resume or profile summary that showcases their skills and experiences, as well as a cover letter describing their interest and how their qualifications and experience match the needs and mission of The Housing Collective. While candidates are strongly encouraged to apply by June 7, 2024, the position will remain open and applications accepted until the right candidate is identified. The Housing Collective Search Committee will review applications, and candidates who are selected to move forward in the hiring process will be notified. Questions may be directed to TSNE Search Consultant, [Jodi Dowling](#).

The Chief Financial & Administrative position is full-time and based in Bridgeport, Connecticut. The Housing Collective offers a generous health and wellness package including health/dental/vision insurance, life/disability insurance, IRA plan, paid/unpaid leave time, and numerous voluntary and complimentary benefits. Salary is competitive with relevant experience, within the framework of the organization's annual operating budget, and in the approximate range of \$140-165,000.

*HC celebrates, supports, and thrives on diversity and is committed to creating an inclusive environment for all employees for the benefit of its team, work, and community.*

*HC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*