

A BETTER CHICAGO

POSITION DESCRIPTION

Chief Finance and Administration Officer

ABOUT THE ORGANIZATION

A Better Chicago is a nonprofit venture philanthropy fund that focuses on fighting poverty and inequity in Chicago by improving opportunities for Black and Latinx youth from low-income backgrounds. We approach this work by harnessing best practices to invest financial and intellectual capital in our expanding portfolio of high impact, high-potential local nonprofits as they work on the front lines to empower young people from cradle through career. Since our founding in 2010, we have provided more than \$40 million in support to dozens of Chicago nonprofits serving over 30,000 young people annually. Through our approach to selecting and supporting outstanding organizations, A Better Chicago seeks to build a more equitable city for young people while setting an example of how philanthropy can drive compelling results at scale.

Key elements of A Better Chicago's model include:

- **Rigorous due diligence:** A Better Chicago carefully screens organizations and only funds those that have strong leadership, a compelling program model and a demonstrated commitment to outcomes measurement
- **Adding value:** It takes more than just money. A Better Chicago provides strategic support in areas like business planning, executive search and leadership development—all of which are critical to building strong organizations and achieving meaningful outcomes
- **Results:** A Better Chicago's team works tirelessly so that every dollar raised has the maximum possible impact. The organization openly shares its performance because it believes in accountability. It's part of how A Better Chicago is transforming philanthropy
- **100% impact:** A Better Chicago's board of directors and leadership council cover all of our administrative costs, so 100 percent of all donations are supporting our portfolio of outstanding nonprofits

Since launching in 2010, A Better Chicago has made compelling progress:

- Raised over \$43 million to invest in Chicago's most effective nonprofits
- Built a board, leadership council, impact council and high-performing staff
- Reviewed 800+ organizations and built a portfolio of 18 high-performing organizations
- Developed partnerships with leading professional services firms to help grantees tackle their most pressing strategic and operational challenges
- Created an Emergency Relief Fund that has accumulated nearly \$2.5 million to support 46 local initiatives during the COVID-19 pandemic

For more information, please visit www.abetterchicago.org.

ABOUT THE POSITION

A Better Chicago seeks an experienced, strategic, and passionate Chief Finance and Administration Officer (CFAO). The CFAO is a newly structured senior leadership role overseeing financial management, human resources, information technology, and other operational and administrative responsibilities. The CFAO provides strategic direction and manages the accounting, financial analysis and reporting, budget, insurance, audit, treasury, and human resource functions. The CFAO seeks to minimize financial risk to the organization in addition to the holistic growth and care of team members and operational structures. Working closely with the CEO, Chief Investment & Strategy Officer, and the Chief Marketing & External Affairs Officer, the CFAO will help set the annual vision and objectives for the organization and collaboratively ensure goals are met as part of the Executive Leadership Team. As part of the Executive Leadership, this position reports directly to the CEO and leads the Finance Committee.

Why this is your dream job

This role is the ideal opportunity for a highly motivated and experienced finance and operations professional ready to grow in their leadership and expertise. Celebrating our 10-year anniversary this year, we look ahead to the future with a new strategy and vision for the organization grounded in impact and innovation. Under this new mandate, you will lead the continued evolution of A Better Chicago's financial, administrative, and team operations. You have an opportunity to act on your deep passion for fighting poverty and inequality in Chicago and beyond by employing your extensive executive leadership and relationship-building skills.

Why this is a challenging job

This is a demanding, senior leadership role. A Better Chicago is a lean, entrepreneurial organization with high standards and ambitious targets. You should expect to work hard and roll-up your sleeves to accomplish the work required. The CFAO manages, and is supported by, external service contractors across accounting, employee benefits and payroll, and information technology. The right person will be excited about these aspects of the role and will have a track record of outstanding leadership and execution in demanding environments.

Specific responsibilities include, but are not limited to:

- *Financial Management*
 - Build a mission-driven budget in partnership with the strategic planning process and monitor actual performance and reforecast, as necessary.
 - Develop and maintain planning and budgeting tools and analysis.
 - Oversee the accurate and monthly accounting close, including reporting tools as well as appropriate supporting documentation.
 - Oversee the preparation and execution of accounts payable.
 - Prepare accurate and substantive financial reports for official filings and Board meetings, as needed.
 - Analyze and interpret financial results via monthly and year-over-year trends, identify and problem-solve areas for attention, as appropriate.
 - Coordinate annual external audit and preparation of financial statement report.
 - Manage external consultants in preparation and filing of annual and state returns.
 - Own the banking relationships on behalf of A Better Chicago.
 - Work closely with the grants and development teams to reconcile finance and fundraising records.

- *Talent Management & HR*
 - Ensure that all staff have defined job responsibilities, written goals, annual performance evaluations, staff onboarding/offboarding, and development/training plans.
 - Review and update the employee manual in compliance with all federal and local regulations.
 - Identify and implement best practices for employee and talent management.
 - In conjunction with external consultants, manage payroll.
 - Interact with outsourced Professional Employer Organizations as needed regarding retirement plan administration and participant communication.
 - Monitor employee benefit insurance plans.
 - Lead the execution of quarterly culture surveys and analysis.

- *Governance*
 - Act as staff lead for the Finance Committee, including preparation ahead of Committee and Board meetings.
 - Work closely with the Finance Committee and the Board of Directors to support governance responsibilities.
 - Responsible for effective and efficient internal controls to safeguard the assets and minimize financial risk, including review and approval of financial obligations (i.e., contracts) and transactions (i.e., disbursements and grants).
 - Own the relationship with A Better Chicago's pro-bono law services, acting as the liaison for team needs and requests.
 - Evaluate and maintain the business insurance policies, property, and risk.
 - Responsible for A Better Chicago's office space lease and relationship with Impact House.
 - Oversee A Better Chicago's Coordinators in cross-team administrative and operational activities.
 - Maintain, develop, document, provide training, and continually improve IT management, security, and risk management procedures.
 - Oversee the evolution and growth of A Better Chicago's internal operations and collaboration tools and processes. Review, refine, and recommend best practices for team implementation.

- *Cross-Organizational Leadership*
 - As a member of the Executive Leadership Team, provide senior leadership to the organization and be held accountable by the Board of Directors to our success.
 - Own the development and execution of the operations and executive office related annual planning in partnership with the Special Assistant, ensuring cross-team engagement and collaboration in execution.

- Assist with other duties as assigned.

CORE COMPETENCIES

The ideal candidate may bring experience from the private, public, and/or nonprofit sectors. The required and desired core competencies for competitive candidates are as follows:

REQUIRED CORE COMPETENCIES

MISSION/VALUES

- Recognized commitment to fighting poverty
- A track record of commitment to the same values articulated by A Better Chicago's (view [here](#))

FINANCIAL MANAGEMENT, REPORTING AND GUIDANCE

- Minimum of ten years of accounting/finance/investment/HR/operations experience in a leadership role -- A CPA, MBA, or advanced degree preferred
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and not-for-profit accounting, plus IRS regulations related to non-profit organizations that raise money
- Experience overseeing and working collaboratively with vendors as a seamless extension of human resources
- Extensive experience and responsibility preparing budgets, financial analysis and forecasts and translating complex financial information and data to those with minimal accounting knowledge and supporting organization wide financial decision making

TECHNICAL AND SOFT SKILLS

- Excellent written and verbal communication skills
- Strategic, analytical problem solver, who identifies and leverages resources
- Strong project management skills, ability to prioritize tasks and meet deadlines in a fast-paced environment for both themselves and the team
- Excellent interpersonal, relationship building and teamwork skills
- Entrepreneurial instincts with ability to stay ahead of the curve
- Ability to adapt to changes in work assignments, deadlines and team environment
- Tech savvy and proficient in Microsoft 365, particularly Outlook, PowerPoint and Excel, experience with Salesforce preferred

DESIRED CORE COMPETENCIES

SYSTEMS THINKING

- An organizational leader skilled at systems thinking -- experienced at identifying and establishing policies and procedures that strengthen the entire organization

HUMAN RESOURCE MANAGEMENT

- Seasoned at constructing and overseeing a transparent and productive division of labor, including defined job responsibilities, written goals, annual performance evaluations, staff onboarding/offboarding, and development/training plans
- Significant experience managing staff payroll and benefits and overseeing related contract service providers
- Experienced at interpreting social-emotional needs of staff and organization-wide morale to ensure a healthy work culture

INFORMATION TECHNOLOGY AND FACILITIES MANAGEMENT

- Skilled at ensuring an organization has up-to-date technology in working order to support high performance operations
- Experienced with managing physical offices that offer pleasant and thoughtful space to meet current and projected needs -- this includes experience managing leases and relationships with landlords

WORK ENVIRONMENT:

- This is a full-time position based in Chicago
- Staff are currently working remotely and taking all necessary precautions due to COVID-19. Decisions on returning to the office will be made utilizing guidance from authoritative resources at the appropriate time
- Ordinarily, this position operates primarily in an accessible office environment in Chicago
- Equal Opportunity Employer. Having a diverse staff is a fundamental principle at A Better Chicago. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

COMPENSATION AND BENEFITS

Salary is competitive and commensurate with experience. Upper range of base salary is \$150K. A Better Chicago offers an excellent benefits package, which includes:

- Medical, dental and vision insurance
- Short-term and long-term disability insurance
- 401K plan with company contribution
- Significant paid time off, including fifteen days of PTO, five sick days and 16 days off for public holidays and office closure

TARGETED START DATE: June 2021

TO APPLY: In light of the targeted start date, the search process will move quickly and applicants are encouraged to apply early. A Better Chicago has hired SAL Consulting, Inc to manage the search (sal.consulting.inc@gmail.com). Applicants should email the following items, with **ONLY YOUR NAME** IN THE SUBJECT LINE, to:

abc.cfao.search@gmail.com

1. **A COVER LETTER THAT OUTLINES HOW YOUR SKILLS MEET THE CORE COMPETENCIES DESCRIBED ABOVE**
2. **A CURRENT RESUME**

