

**Chief Financial Officer  
Maryland Legal Aid  
Baltimore, MD**

## **About Maryland Legal Aid**

### **Mission**

To provide high-quality, free legal services to Marylanders living in poverty through representation and advocacy and to bring meaningful change to the systems that impact them.

### **Vision**

To lead in providing high-quality legal services; to build on mutual respect for clients, staff, and others; to advocate for justice; and to add maximum positive value to all who request legal assistance.

### **In the Pursuit of Justice**

Serving the people of Maryland for over 100 years, Maryland Legal Aid (MLA) is a statewide, nonprofit law firm that is the biggest provider of free, civil legal services to people experiencing poverty. MLA handles cases addressing the most fundamental needs of its clients, including family, housing, income support, healthcare, employment, and consumer law. MLA also represents children in CINA (Child in Need of Assistance) proceedings and other vulnerable populations, including homeowners facing foreclosure, migrant and seasonal farm workers, people with developmental and mental health disabilities, nursing home and assisted living residents, and veterans seeking benefits. MLA's Community Lawyering Initiative, which includes its Lawyer in the Library program, provides advice and assistance with expungement of criminal records and other vital civil legal matters through community-based clinics.

MLA provides legal assistance for clients for a variety of civil issues, such as: fighting unlawful evictions; advocating for improvement of substandard housing; acquiring critical health care; obtaining disability and other income assistance; maintaining custody of children and obtaining, preserving, or increasing child support; preventing foreclosures or mitigating their effects; recovering unpaid wages; remedying fraudulent sales practices and predatory contracts; restoring utilities; dealing with debts and debt collectors; obtaining unemployment benefits; obtaining protection against domestic violence; securing educational services; expunging criminal records to remove barriers to obtaining housing, employment, child custody, and a driver's license; and more.

In 2022...

- 105,273 Individuals and families were served
- 41,233 Individuals received representation with housing law cases

- 22,862 Individuals received representation with family law cases

Additionally, through a contract with the Maryland Judiciary, the Maryland Center for Legal Assistance (MCLA), a wholly-owned subsidiary of MLA with nearly 60 employees, operates Court Help Centers in Baltimore City, Cambridge, Catonsville, Glen Burnie, Hagerstown, La Plata, Rockville, Salisbury, and Upper Marlboro, and the Maryland Courts Help Centers in Frederick and Annapolis (call centers). 145,976 visitors were assisted by the Maryland Courts Help and District Court Help Centers in 2022.

With a staff of 260 across 12 offices, MLA has a \$35 million budget, 95%+ of which comes from the Legal Services Corporation, Maryland Legal Services Corporation, and other city, state, and government grants and contracts.

For more information, please visit the <https://www.mdlab.org/>.

## **The Opportunity**

During an exciting period of growth and change for an organization with a storied history, this is an incredible opportunity for a transformative leader to guide MLA's financial team and play a critical role in developing and implementing the financial strategy for MLA.

MLA seeks a dynamic, collaborative, and efficiency-driven Chief Financial Officer (CFO) to assume a pivotal role in the evolution of a fast-growing, high-impact, and well-respected organization. In partnership with the Board, Executive Director, Executive Team, and staff, this CFO will support the vision of the organization, ensuring ongoing alignment between financial, operational, and programmatic objectives. As a member of the Executive Team, the CFO will be a thought partner in the evolving strategic direction of MLA, develop and execute short and long-term financial strategies, and foster a high-performance, results-driven culture that develops leaders. The CFO will manage a 5-person team, leveraging best practices and managing transformation and growth for the MLA finance and accounting team.

Responsibilities include, but are not limited to:

- Lead oversight of a \$35 million annual operating budget that is quickly growing.
- Work closely with the Executive Director, Board, and other senior leaders to translate the overall strategic vision into financial goals and plans.
- Serve as a change agent; constantly seeking to improve and optimize internal infrastructure by adding processes and building out and updating systems and policies.
- Oversee budgeting, budget implementation, tracking, and reconciliation to monitor progress and present clear, relevant, and actionable financial information across the organization and to the Board and Finance Committee.
- Develop transparent forecasting capabilities that enable senior leadership to make data-driven, forward-thinking decisions in a high-growth environment that also accounts for risk.

- Oversee all accounts, ledgers and reporting systems, ensuring compliance, regulatory and audit requirements. Maintain internal control safeguards and coordinate all audit activities.
- Mentor and develop a team of 5 staff, managing work allocation and workflow, training, problem resolution, performance evaluation, and the development of an effective and dynamic, service-oriented team.
- Collaborate closely with the Chief Human Resources Officer, Chief Operating Officer and other senior leaders and their teams, especially grants and contracts managers.
- Develop and maintain excellent and responsive relationships with key stakeholders, such as grantors, contract administrators and funders, to provide timely, essential financial information.
- Evaluate and manage relationships with third party investment and auditing firms.
- Support, provide financial guidance to, and collaborate with MLA's offices, program leaders, and employees with financial responsibilities.
- Support the development and implementation of MLA's diversity, equity, and inclusion efforts.

### **Candidate Profile**

The ideal candidate will have the following professional and personal qualities, skills, and characteristics:

#### **Financial Expertise & Business Acumen**

- The CFO will be process-driven and results-oriented, able to translate MLA's overarching vision and strategy into a clear financial plan with measurable goals.
- The CFO will have significant expertise leading financial management and operations in a complex nonprofit environment as well as a deep understanding of nonprofit audits and financial inspections.
- Strong candidates will bring expertise related to managing the finances of nonprofits that are heavily funded through government contracts and grants. They will have thorough knowledge of cost accounting, allocation methods, and best practices to ensure proper contract costing.
- With a consistent and ongoing focus on process and systems improvement, this leader will bring experience partnering with operations departments to develop and manage financial management systems and tools.
- This leader will take a data-driven approach to decision making, while demonstrating a willingness to take calculated risks.

#### **Collaborative & Transformational Leader**

- The CFO will have strong communication skills with a keen ability to convey, both verbally and in writing, complex financial information, opportunities, and risks to a wide range of constituents with varying financial acumen and communication styles.

- The CFO will naturally foster trust and collaboration among team members and possess the ability to create buy-in with varied stakeholder groups, managing through change with flexibility and poise.
- They will be a strategic thinker with a process mindset and have demonstrated experience implementing best-in-class financial practices in a changing or growing environment.
- The CFO will work collaboratively and be able to engage in difficult conversations with sensitivity and thoughtfulness. They must demonstrate a high level of emotional intelligence with the ability to build confidence and credibility with others.

### **Results-Oriented & Empowering Manager**

- This individual will be flexible and nimble with the ability to adapt to a complex, continually evolving environment and thrive in a collaborative workplace.
- The CFO will bring experience effecting change in a complex organization and a proven record of converting strategy into effective execution and offering creative, practical ideas to achieve strategic direction.
- The CFO will lead in a hands-on, fully engaged and roll-up-your-sleeves way. They will encourage a team-based approach to problem solving, bringing demonstrated experience in developing teams and building capacity.
- They will have a track record of motivating and inspiring others to take action. They will have a strong day-to-day leadership presence cultivating the values of the organization, supporting a positive, inclusive, and engaged work environment for a diverse and talented team.

### **Commitment to the Mission**

- The CFO will be energized by a high-growth, dynamic, and evolving environment.
- They will demonstrate an unwavering commitment to social justice and be motivated by MLA's mission.
- This leader will bring a proven commitment to diversity, equity, and inclusion, wholeheartedly and without reservation.
- This CFO will be an individual of unquestioned integrity, ethics, and values — someone who can be trusted without reservation.

### **Compensation & Benefits**

Salary is competitive and commensurate with experience. The salary range for this role is \$150,000 - \$175,000 with a generous benefits package.

### **Contact**

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Molly Brennan, Corina Benitz, & Gina Wrolstad are leading the search. To express interest in this role please submit your materials by filling out our talent profile: <https://apptrkr.com/4309849> or email the team

directly at [marylandlegalaid@koyapartners.com](mailto:marylandlegalaid@koyapartners.com). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Maryland Legal Aid is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

### **About Koya Partners**

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit: <https://diversifiedsearchgroup.com/our-brands/koya-partners/>.