

## Chief Financial Officer (CFO) Position Description

<b>Job Title:</b>	Chief Financial Officer (CFO)
<b>Reports to:</b>	President & Chief Executive Officer (CEO)
<b>Hours:</b>	40 hours per week / Full Time / Exempt
<b>Compensation:</b>	\$94,500-\$129,500/year (full range)
<b>Work Location:</b>	Office location in NE Alberta Street in Portland, OR. Flexible/hybrid as needed within the Portland-Metro area. <i>Non-Oregon applicants welcomed. Must relocate within 3 months of signing an offer.</i>

Greater Than (formerly “I Have a Dream” Oregon) is seeking applicants for the position of Chief Financial Officer (CFO). This is a great opportunity to join a mission-driven team unified around educational equity, racial justice, and a drive to make systemic change for historically underserved students and families. Greater Than has been the recipient of a number of accolades over the past 13 years, among them 2 Portland Monthly “Light a Fire” awards, and 2 Oregon Business Magazine “100 Best OR Nonprofits” awards, including a “#1 Best Medium-Sized Nonprofit to Work For” honor.

### Position Summary

The Chief Financial Officer (CFO) is responsible for the financial oversight and operations of the organization with emphasis on ensuring the smooth running of the organization’s day-to-day activities. The CFO is a member of the organizational Leadership Team that actively participates in ongoing efforts to further organizational culture and diversity, equity, and inclusion. This understanding and commitment should be demonstrated through the performance of assigned duties and all-staff activities. In collaboration with the Leadership Team, this position helps set the direction of the organization through developing operating strategies to advance Greater Than’s mission and goals. The CFO works with the President & CEO, leadership team members, staff and the board of directors to assist in the development of overall strategy for Greater Than (GT).

### About You:

You appreciate the mission and work of not-for-profit organizations and are very familiar with not-for-profit finance, accounting and operations. You are passionate about guiding and educating people to improve their understanding of finance and budgeting. While you have the capacity to define and describe the big picture of the organization’s finances, you are also willing and able to handle day-to-day bookkeeping and accounting. You are a strategic thinker - ready to contribute as a member of a three-person executive leadership team. Working to come up with organizational strategies, policies and solutions that are innovative and equitable is exciting. You view leadership and professional development as an ongoing investment to ensure the growth of not only yourself but the entire team. You have a strong understanding of Justice, Equity, Diversity, and Inclusion (JEDI) and are committed to advancing these values in your work.

## **About Us**

The mission of Greater Than (GT) is to support and empower students from poverty-impacted communities to thrive in school, college and career. Working alongside parents, community partners and local school districts, GT seeks to transform public education outcomes in Oregon for historically underserved students. We view every aspect of our work through the lens of racial equity, which guides our decision-making, relationships, policies, and practices. Our work is built on three pillars: education, community, and equity. Our programs aim to advance a racially just future for learning because equitable **education** is a right. We are intent on moving from a system of holding power *over* community to holding power *with* **community**. We are committed to racial **equity** and the restructuring of systems that create inequities for marginalized individuals.

GT serves approximately 1,000 students in schools in two distinct communities: Rockwood in East Multnomah County and, as of 2020, Downtown Hillsboro. While the communities are more than 30 miles apart, they share many strengths and are both high opportunity communities. These neighborhoods have been impacted by systemic racism, holding families back from reaching their fullest potential.

The scope of the GT's work includes programmatic supports for early learning, K-12 academics, post-secondary success, and entry into career. We continuously work to expand our partnerships and relationships to provide robust support services across all points of the education continuum. We are flexible problem solvers committed to providing equitable education for GT students in the Reynolds and Hillsboro School Districts. This requires our approach be a combination of direct service and deep collaboration.

To learn more about our organization's culture and commitment to DEI, please read our equity statement here: [www.greater-than.org/team/#jobs](http://www.greater-than.org/team/#jobs).

## **Essential Duties & Responsibilities:**

### Financial Management

- Serve as the internal consultant to the organization and key stakeholders on all financial matters, making recommendations and suggesting proactive strategies to keep GT on track.
- Provide oversight for and manage all budgets, forecasts and internal financial plans and processes:
  - Ensure effective and efficient the daily, monthly, quarterly and annual accounting operations including but not limited to: Payroll, AR/AP, Donations, General Ledger functions, currently with support from a part-time contract bookkeeper.
  - Prepare monthly, quarterly and annual financial statements, and present necessary reports to staff, board and committees.
  - Review short and long-term goals to ensure adequate existing and projected financial resources are available.
- Participate in all internal planning regarding GT's next phase of expansion to ensure alignment of program plans with financial projections.
- Manage the annual organizational budget process.
- Present financial information to the board of directors, e.g.annual budget, audit, Form 990, and other relevant information.

- Build relationships with banks, vendors, and outside consultants to ensure the best use of organization's resources.
- Oversee financial compliance:
  - Drive best practices for accounting policies and ensure proper internal controls are in place, working in consultation with independent CPAs/auditors.
  - Ensure all financial operations comply with federal and state laws.
  - Prepare for and oversee the annual audit process.
  - Oversee the preparation of the IRS Form 990 annually
- Oversee cash flow management:
  - Review and update annual cash flow projections on a quarterly basis, measuring projections against actual performance.
  - Report cash flow to Leadership Team, Finance Committee and Board of Directors.
  - Work alongside the Board Treasurer to oversee the investments of the organization.
  - Provide staffing support to the Board Finance Committee.
- Work with team members around grant management and financial reporting:
  - Participate in Grants Team, as needed, ensuring that proposals are unrestricted wherever possible, and when restricted, that funds are allocated to fill revenue gaps in budgeted areas.
  - Working alongside the Chief Impact Officer, ensure grant funds are spent according to purpose and restriction and efforts are made to meet grant objectives.

#### Internal Operations

- Review and authorize the memorandum of understanding (MOU) and contract processes in conformity with the organizational goals and budget.
- Work closely with external consultant to ensure the technology infrastructure and IT needs of employees and the organization are met.
- Track the fixed assets of the organization.
- Assess operational outcomes to ensure resources align with priorities and support equity impacts, and make shifts to reallocate or redesign resources, systems, or processes as needed.
- Cultivate the values and positive, productive culture of the organization.
- Along with CEO, work with external HR contractor to define and implement their ongoing and annual activities.

#### Leadership & Supervisory Management

- Work with the President & CEO and other Leadership Team members, help create/refine the organization's strategic plan and implement new processes and approaches to achieve it.
- Serve as a member of the 3-person organizational Leadership Team, including participation in weekly meetings to discuss and decide on important organizational matters, both short- and long-term, monitor and intervene to maintain positive, productive organizational culture.
- With Leadership Team and external HR consultant, oversee performance management process that measure and evaluate employees' progress.
- Alongside the President & CEO, Chief Impact Officer and Staff Equity Committee, help lead the organization in creating and implementing ongoing organizational Justice, Equity, Diversity, and Inclusion (JEDI) goals.
- Supervise an Administrative Assistant.

*The foregoing statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended as an exhaustive list of all responsibilities, duties and skills required.*

### **Qualifications**

- Bachelor's degree
- 8-10 years experience in not-for-profit finance leadership role handling AR/AP, payroll, journal entries, and closing the end month books.
- 3+ years experience within supervisory management roles with responsibility for internal operations.
- Demonstrated experience developing and implementing organizational strategy, policies and procedures.
- Strong organizational, project, and time management skills with a successful track record of setting priorities and multitasking in a changing environment.
- Excellent written and verbal communication skills around organizational financials and operations.

### **Preferred Qualifications and Attributes**

- Experience being a controller preferred.
- Passionate advocate for the mission and goals of Greater Than.
- Demonstrated experience and commitment to justice, equity, diversity and inclusion (JEDI) work.

### **Working Conditions**

- Must have access to personal transportation allowing for necessary travel within the Portland Metro area.
- Must maintain a valid driver's license for the state of residency, personal auto liability insurance coverage, and a driving record permitting coverage under the organization's auto liability policy.
- Must pass a criminal background and driving record check.
- Hybrid work environment: Working part time remotely and part time in the office.

Greater Than recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender, sexual orientation, or religious affiliation.

### **Benefits Package:**

Greater Than strives to facilitate a healthy work/life balance culture. As such, this position can work with their supervisor to create a flexible schedule and remote work options. Fringe benefits are the equivalent of 35% of wage and include:

- 100% employee premium paid for medical/alternative medicine/dental/vision insurance
- Employer paid life, long- and short-term disability insurance
- Flexible Spending and Dependent Care Benefit Plans and Employee Assistance Program
- Generous paid time off: 4 weeks accrued vacation, 80 hours of sick, and 11 flexible holidays.
- Simple IRA retirement plan with employer matching program
- 1 month paid sabbatical after 5 years of continuous employment

**HOW TO APPLY**

Nonprofit Professionals Now is pleased to work Greater Than in the effort to fill the vital role of Chief Financial Officer.

All applications must contain a resume and cover letter. Once materials are submitted, NPN staff will review as part of the hiring process.

**Application Deadline: September 10, 2023**

**Application Portal: <https://bit.ly/442EU88>**

*Greater Than provides equal employment opportunities to all employees and applications for employment without regard to race, color, religion, gender, gender expression and identification, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, amnesty, or status as covered veteran or any other classification protected by federal, state, and local laws.*