



CARLSONBECK

EXECUTIVE SEARCH FOR PHILANTHROPY & NONPROFITS

## Position Specification



### Chief Financial Officer

17 October 2023, vF



Carlson Beck advises **Christian Church Homes** on the basis of an exclusive consulting assignment. The following details are for your information and should be kept **confidential**.



## POSITION SPECIFICATION

### CHRISTIAN CHURCH HOMES

**THE POSITION:** CHIEF FINANCIAL OFFICER

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

**LOCATION:** WALNUT CREEK, CALIFORNIA

#### THE ORGANIZATION

##### *Mission and Values*

The mission of Christian Church Homes (“CCH”) is to build “Quality Affordable Housing in Caring Communities.” The values that drive the organization include:

**Commitment:** Transforming communities by fostering human dignity, mutual respect, personal independence, and supportive environments.

**Sustainability:** Maintaining our own organizational health and viability and maintaining sustainable communities for our residents.

**Integrity** Striving for reliability and honesty in all that we do and say.

**Independence** – Empowering people to age in place with dignity.

##### *Overview*

Established in 1961, Christian Church Homes (“CCH”) is a non-profit organization that builds and manages quality affordable housing. CCH owns and manages affordable housing where seniors live and thrive in the comfort of their homes. Having served more than 100,000 primarily senior adults for 60-plus years, CCH has grown to nearly 50 caring communities providing More Than A Home to about 3600 residents in six states (California, Texas, Idaho, Colorado, Oregon, and Montana).

##### *Budget and Organizational Structure*

With an annual operating budget of approximately \$14.5 million, CCH serves over 3,600 individuals each year through its outstanding staff of over 200 people.

The Executive Team consists of:

- Chief Executive Officer
- Chief Operating Officer
- Chief Financial Officer

##### *Board of Directors*

Christian Church Homes is governed by a 12-member Board of Directors.



For more information about CCH, please visit <https://www.cchnc.org/>

## THE POSITION

CCH seeks a dynamic, principled and highly skilled professional to lead the financial and business operations of a complex nonprofit. The Chief Financial Officer (“CFO”) oversees all financial and accounting activity of CCH and its affiliates.

The Chief Financial Officer of CCH is a member of the C-Suite and thought partner to the CEO and COO. The CFO will play a critical leadership role during a time of modernization and professionalization at the organization. This CFO will be responsible in ensuring the financial stability, growth, and overall success of the organization. Reporting directly to the CEO and working closely with the Board of Directors, the CFO will oversee and manage all aspects of corporate finance, information technology, legal, and administrative functions. The CFO’s strategic vision, financial expertise, and leadership will be instrumental in driving the organization’s mission of providing safe and affordable housing solutions to our community. The CFO will be instrumental in ensuring the financial health, sustainability, and compliance of the organization, while also fostering an efficient and effective work environment throughout the organization.

This CFO will take responsibility for enhancing the current systems for financial controls, risk management and regulatory compliance; oversee accounting, tax and financial reporting functions; oversee budgeting, treasury, and cash flow and financing activity; maintain relationships with financial partners; provide leadership in planning and policy development.

This is an exciting opportunity for a committed, hard-working and self-motivated individual to join the leadership of an organization that is repositioning and evolving. With new executive leadership, a board of directors with more professional diversity, and a nationwide demand for affordable housing, this CFO will be tasked with thinking strategically about the financial health of the organization while serving as a leader in a culture committed to social justice.

## RESPONSIBILITIES

### *Financial Management*

- Develop and implement financial strategies, policies, and procedures to drive the organization’s financial success and long-term sustainability.
- Oversee the corporate budgeting, forecasting, and financial planning processes, ensuring accurate financial reporting and analysis.
- Monitor and analyze financial performance, identify areas for improvement, and provide strategic recommendations to the executive team and the Board of Directors.
- Manage cash flow, investments, and financial risk to optimize resources and achieve organizational objectives.
- Ensure compliance with relevant financial regulations, accounting standards, and reporting requirements.
- Oversee risk management; identify financial and operational risks and develop risk mitigation strategies.
- Maintain appropriate insurance coverage to protect the organization from potential liabilities.

- Oversee the preparation, analysis, and presentation of financial reports, budgets, and forecasts to the CEO and Board of Directors.
- Monitor financial performance, identify risks and opportunities, and provide strategic recommendations for improvement.
- Ensure compliance for all financial matters, transactions and fund management in accordance with the Department of Real Estate in the State of California and seven other states.
- Collaborate with program directors and department heads to develop annual budgets and track spending against targets.

### ***Information Technology***

- Develop and implement an IT strategy that aligns with the organization's overall objectives and supports efficient operations.
- Collaborate with the IT team to develop and execute an IT strategy that supports the organization's operational efficiency and security requirements.
- Oversee the management of IT infrastructure (across seven states), systems, and applications, ensuring data security, privacy, cybersecurity protocols and compliance.
- Identify and implement technology solutions to streamline operations, improve productivity, and enhance data analytics capabilities.

### ***Legal and Compliance***

- Provide guidance and oversight on legal matters, contracts, and compliance issues, ensuring adherence to applicable laws, regulations, and best practices.
- Collaborate with external legal counsel as needed, and monitor changes in legislation and regulations that may impact the organization.
- Manage risk by implementing appropriate controls and procedures, and develop strategies to mitigate potential legal and compliance risks.
- Manage contracts, agreements, and legal affairs to protect the organization's interests.

### ***Administrative Oversight and Stakeholder Engagement***

- Provide leadership and direction to the administrative team, ensuring efficient office operations and support services.
- Streamline processes and procedures to enhance organizational effectiveness and productivity.
- Build strong relationships with external stakeholders, including donors, government agencies, financial institutions, and community partners.
- Represent the organization in financial and strategic matters.

## **CANDIDATE QUALIFICATIONS/EXPERIENCE**

**Education:** An undergraduate degree in Accounting, Business Administration, Finance, or a similar field is required. A graduate degree in Business, Accountancy, Policy or other similar field is preferred. A Certified Public Accountant (CPA) license is highly desirable. A California Broker's License is a nice to have.

**Experience:** A minimum of ten years as a CFO or senior level financial executive in a nonprofit organization or a complex business environment; must have experience in the fields of affordable housing, property management and/or real estate.




## Qualifications:

- Minimum of seven to ten years of affordable housing finance experience with five or more years in a Director level or higher position.
- Experience at a multi-state Affordable Housing organization with a portfolio of 25+ properties and over 150 employees
- Expertise in financial management, accounting principles, and budgeting processes.
- Strong knowledge of information technology, and administrative functions.
- Familiarity with legal and compliance matters relevant to non-profit organizations.
- Exceptional analytical and strategic thinking skills.
- Ability to engage in continued conversations about justice, equity, diversity, and inclusion, with a racial equity focus, and to apply those conversations to daily work.
- Knowledge of California real estate and regulations of the Department of Real Estate preferred.
- Excellent leadership, communication, and interpersonal abilities.
- Previous experience working with a Board of Directors and ability to translate financial reports for greater transparency, understanding and fiscal decision making
- Ability to work collaboratively with diverse stakeholders and promote a positive organizational culture.
- Possesses a C-Suite partner mentality
- Passion for the non-profit sector and a commitment to the organization's mission.

## COMPETENCIES/ATTRIBUTES

The successful professional will have:

- The **highest level of professionalism, stewardship and integrity** in executing the CFO role;
- **Excellent leadership skills**, with the ability to make well-reasoned decisions as part of a small team and in the best interests of the organization for the present and future;
- Demonstrated **management skills**, able to motivate and hold accountable the financial services staff;
- **Technical** knowledge to lead the financial function of a **complex and sophisticated** organization;
- Ability to **engage in continued conversations about justice, equity, diversity, and inclusion**, with a racial equity focus, and to apply those conversations to daily work;
- Effective and developed **negotiation** skills;
- **Excellent interpersonal skills**; promptly provides feedback to staff for professional development;
- **Excellent oral, and written communication skills**; **proactively communicates** with the CEO and Board members;
- **Well-developed organizational skills** and attention to detail; ability to prioritize work effectively and adjust to multiple demands;
- Ability to **advocate for financial goals** in counterpoint to program goals;
- **Highly organized work style** and the ability to complete complex tasks with minimal supervision;
- Understands **performance metrics and professional development**;
- **Computer/software literacy with financial accounting systems**;

- 
- **Excellent computer skills** including word processing, spreadsheets, databases and a working knowledge of information technology, both existing and emerging;
  - Strong interest in doing **social justice advocacy**.

The successful professional will be:

- A **strategic thinker** and **organization builder**;
- A **confident leader** who can inspire, motivate and make decisions;
- A **seasoned financial leader** capable of both big picture thinking and directing tactical implementation;
- **Adaptable** and able to meet the **demands of an organization with a complex underlying financial and legal structure**;
- **Highly motivated**, with the ability to **work independently**, take initiative, participate as an effective team member, and follow tasks through to completion;
- Brings a **sense of urgency** to his/her professional responsibilities;
- Maintains a **calm and unflappable** demeanor in times of stress and pressure; and
- Able to positively respond to strong personalities, maintain a **sense of humor**, and possess a **containable ego**.

## COMPENSATION

Joining the CCH team as CFO presents an exciting opportunity to make a significant impact in the lives of many individuals and families through the provision of safe and affordable housing. If you possess the skills and passion required for this role, we invite you to apply and be a key driver of our organization's success.

The Chief Executive Officer anticipates offering an annual salary in the range of \$250,000 to \$265,000 for the role and responsibilities described above; actual salary amount is commensurate with experience. A comprehensive benefits package, including an 8% annual contribution toward retirement, will be offered to the successful candidate.

This executive is expected to be present in the central office on Mondays, Wednesdays and Thursdays.

For additional information on this opportunity, please contact:

**Sally Carlson**  
*Managing Partner*  
415.203.5259 mobile  
[sally@carlsonbeck.com](mailto:sally@carlsonbeck.com)

**Heidi Holzhauer**  
*Partner*  
707.963.1250 direct  
[heidi@carlsonbeck.com](mailto:heidi@carlsonbeck.com)