



## POSITION DESCRIPTION CHIEF FINANCIAL OFFICER

[Habitat for Humanity of Philadelphia](#) is an independently chartered affiliate of Habitat for Humanity International, the largest nonprofit homebuilder worldwide. Their mission is to transform lives and Philadelphia by building and repairing homes in partnership with families in need and uniting all Philadelphians around the cause of affordable housing. Habitat's vision is a city where all Philadelphians live in safe, affordable homes. Since 1985, Habitat for Humanity Philadelphia has built or sold over 246 affordable homes to first-time homeowners in Philadelphia, and strategically partnered with more than 750 families to make critical home repairs. Habitat PHL's balance sheets are strong. A second ReStore will open in the East Falls area. Headquartered in North Philadelphia, the dedicated and talented 64 plus employee base focuses on new home construction, critical home repairs and neighborhood revitalization with an operating budget of over \$10MM.



### **POSITION OVERVIEW**

The CFO is a member of the Leadership Team who reports to the CEO and leads the finance, ReStore and home sales team. This individual will develop and oversee the fiscal management strategy for Habitat PHL to improve and maintain the financial health of the organization and provide strategy around financing and funding to empower the expansion of Habitat PHL's mission. He/She will execute all related financial strategies and compliance related filings in accordance with generally accepted nonprofit accounting principles and practices.

The CFO will communicate with diverse audiences including the Board, colleagues, and staff, as well as external constituents including auditors, bankers for monitoring and reporting the organization's financial resources, formulating, and ensuring the execution of all related financial strategies and overseeing all compliance related filings. The CFO will advise the CEO of all major internal developments, opportunities, and challenges.

## RESPONSIBILITIES

- Lead and develop the Finance Team, Director of Home Sales and Director of ReStore and work cross functionally with others
- Directly participate with the CEO and Board of Directors on strategic planning and serve as staff lead on the Board's Finance and Investment Committees
- Manage cash flow, anticipate trends on forecasted results. Report current and forecasted financial position of the organization to the CEO, Finance Committee, and to the Board
- Initiate development of a comprehensive, vision driven, short- and longer-term financial plan
- Develop and execute financing strategies including, but not limited to mortgage sales, securitizations, new market tax credits, lines of credit, construction financing, and home sales pricing
- Lead annual budget process and work with Program Directors across the organization monthly to control costs and budgets
- Work with Program Directors to drive financial performance, track and manage/reduce program costs
- Strengthen the agencies overall approach to financial planning and analysis and where appropriate, redesign management's analytical methodologies, tools, and management reports



- Establish and oversee financial safeguard policies and internal controls to ensure organizational stewardship of financial resources
- Oversee the annual financial audit and preparation of the Form 990 tax return; facilitate annual workers' compensation audit
- Monitor mortgage portfolio including current loans, delinquency, and servicer relationships with the Director of Home Sales
- Manage all organizational insurance coverage to include workers' compensation and audit, general liability; fleet auto coverage, directors,' and officers' (D&O) policy, rental, medical and homeowners' association, etc.
- Play a leadership role in expansion of

business development initiatives

- Increase collaborative working relationships and alliances with other relevant local organizations
- Increase Habitat PHL's visibility in effective public advocacy through direct participation in new plans and programs

## QUALIFICATIONS

### Professional

- Experience as a trusted advisor and strategic partner to a nonprofit CEO and Board of Directors
- Financial planning, analysis, budgeting, and management reporting
- Balanced exposure to all basic accounting and control functions
- Motivated to learn new skills to respond to changing needs/conditions willing to carry out a wide range of activities, including both professional and logistical tasks; 100 percent dedicated to getting the job done through creative means
- Strong organizational and administrative skills and attention to detail
- Strong ability to develop work plans, set deadlines, work with minimal supervision, manage multiple projects and duties simultaneously and prioritize among assignments
- Ability to represent Habitat PHL in various settings on selected issues, communicate effectively, and motivate staff
- Strong skills in planning, preparing, and delivering written and oral communication



### Personal

- Humble, influential, persuasive thought leader
- Superb consulting, advisory skills aimed at elevating team performance through education and empowerment of others at all organizational levels
- Opportunistic and entrepreneurial
- Able to lead change management initiatives
- Collegial, sense of humor

### EDUCATION AND/OR EXPERIENCE

- BA degree (Business Administration, Accounting, Public Administration)
- MBA, CPA a plus
- Success as a Controller/Director of Finance in nonprofit and/or for-profit companies

### TECHNICAL/COMPUTER SKILLS

- Strong Microsoft Office applications (Word, Excel, PowerPoint) and Habitat PHL's systems
- Experience working with Abila or similar General Ledger software, Paycom or other payroll/HRIS software, and Salesforce or similar CRM

### **CONTACT INFORMATION**

To learn more about this opportunity, please, please contact:

Beth Hare, Marni Murphy or Edy Penn

Criterion Search Group

[administrator@criteria.org](mailto:administrator@criteria.org)

610-581-0590