Position Available: Vice President & Chief Financial Officer

Position Summary

The position of Vice President & Chief Financial Officer oversees the finance and accounting, information technology, facilities, and operations of Propel Nonprofits. Core to the position and to the organization is Propel’s status as a certified Community Development Financial Institution (CDFI) and offering fiscal sponsorship for groups and projects in the community. As a member of the Senior Leadership Team, the CFO plays a key leadership role in guiding Propel’s financial and mission success as a capacity builder for nonprofits and as a CDFI. This position directly oversees the internal accounting team, the IT & Data team and oversees the client serving Accounting & Finance program.

Reports to: President & CEO
Classification: Full-time, Exempt

Core Job Functions

Financial leadership
- Lead the planning, organizing, and supervision of the financial and accounting functions that support the organization’s teams, programs, projects, and mission success.
- Lead the annual budget development process and financial plans and forecasts that align with strategic plans and goals.
- Oversee compliance and outside evaluation including audit, federal grant reporting, and financial aspects of grant preparation and reporting.
- Partner with loan fund and development teams for financial planning and management of loan fund, including capital sources, CDFI Fund applications and reporting, and CDFI rating process.
- Manage relationships with banks, landlord, and professional service providers related to finances and other areas of responsibility.
- Support the board of directors in fulfilling their financial oversight and strategy, including staffing the board finance and audit committees.
- Provide support for the financial aspects of human resources function of the organization for payroll, compensation practices, benefits design, and human resource administration.
Administrative leadership
- Provide strategic leadership to the Administration team of the organization which includes internal finance, IT & data management, human resources, and Accounting & Finance.
- Oversee the operational functions of Propel, including facilities, office systems, and procedures.
- Provide leadership in planning and implementing effective systems and practices for information technology, data management, and use of data to support the organization’s strategies and goals.

Programmatic leadership
- Lead the client-facing Accounting & Finance program to provide responsive and effective services to nonprofits.
- Manage the Accounting & Finance team including coaching staff in client relationships, technical skills, establishing quality standards, monitoring performance, and managing staff capacity.
- Develop and maintain procedures and practices that ensure client service, accountability, and engagement in the financial leadership of their organizations.
- Develop and oversee the annual workplan and budget for the program.
- Provide technical expertise and support for program teams as requested and needed.

Supervision and organizational leadership
- Partner with the President & CEO as a part of Senior Leadership to plan and guide the strategic direction of the organization.
- Participate as a member of the Leadership Team for the overall organization including strategic and annual planning.
- Provide direct supervision for the internal finance, IT and data, and Accounting & Finance program teams according to human resource policies and processes.
- Participate in and provide leadership for organizational wide learning, development, and culture building activities.

Qualifications
- Commitment to the organization’s mission, vision, and values.
- Commitment to diversity, equity, and inclusion.
- 8+ years of experience in nonprofit accounting and/or financial management.
- 4+ years of experience successfully supervising and managing staff and teams.
- Leadership capacity at team and organizational levels.
- Strategic, cross-functional thinker with a strong desire to move towards implementation and action.
- Excellence in managing projects from conception to completion.
- Mastery of nonprofit accounting, including knowledge of and proficiency implementing FASB standards and GAAP accounting principles.
• Ability to listen to and effectively communicate with staff, board, funders, and investors.
• Commitment to quality customer service to other staff across all programs.
• Consistency and goal orientation, problem-solving aptitude, flexibility, creativity, discretion, and appreciation for Propel’s mission and values.
• Ability to communicate and develop relationships with people at all levels of the organization.

**Salary:** $115,000 - $135,000. Excellent benefits package includes medical, dental, life, and disability insurances, along with generous and paid time off policies.

**Accommodations**
We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Propel operates in a hybrid work environment with the option to work remotely for a significant proportion of working time. We are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization’s capacity.

**To Apply**
Interested candidates should send a cover letter and resume **by Thursday, February 17, 2022**, to Kate Barr, President & CEO, at kbarr@propelnonprofits.org.

**Questions?**
Interested candidates are invited to schedule a pre-application call to discuss any questions about the position, qualifications, or organization. (A pre-application call is not required to apply.) [Schedule a 20 minute call here](#).
Organizational Overview

Mission and Vision

Propel Nonprofits’ mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

Core Values and Guiding Principles

Champion Nonprofits; Be a mutual & trusted partner; Advance justice; Stay Curious; Have Fun

Staff and board

Propel has a staff of 30 people across the areas of Accounting and Finance, Capital Access, Development, Marketing, Strategic Services, Training, and Administration. Propel Nonprofits is overseen by a governing board of 16 directors.

Strategy and Organizational Context

The Board of Directors adopted a Strategic Framework in February 2021 developed with guidance from external consultants through an inclusive process involving the full staff and board and an extensive community engagement initiative. Parallel to the strategic planning process, the staff worked together to explore, define, and develop the vision for an organizational culture that aligns with mission, values, commitment to equity, and strategic goals. The organizational culture work is woven into the strategic framework, ongoing diversity, equity, and inclusion learning and actions, program, workplans, and budgets. The Strategic Framework and recent financial audits and other reports are available in the About section on the web site.

Major programs, and services

Propel serves nonprofit organizations in all fields of service and stages of the nonprofit lifecycle. Client organizations located in Minnesota and adjacent communities.
Training: Traditionally offered both in-person and via webinar, our customized and public trainings cover topics such as budgeting, cash flow, financial reporting, governance, leadership and social enterprise. Training also incorporates in-depth programs for capacity building that may include grants to nonprofits.

Technical Assistance: TA helps nonprofits understand their organizational and financial situation, identify tools to address or support those issues and develop a plan of action for the near and long-term future.

Lending: We are a federally certified CDFI, lending from our $34 million loan fund to nonprofits to expand programs and services, bridge cash flow gaps, and purchase or renovate buildings. We typically originate 100+ loans each year supporting healthcare, housing, arts and culture, education, human services, environment and more.

Strategic Consulting: We work with nonprofits to develop strategic and operational plans, organizational impact and change, provide board training and facilitation, and chart new paths for partnerships.

Capacity Building: Propel serves as an intermediary on various capacity building initiatives. Bringing our valuable technical assistance support and perspective to support nonprofits in building capacity. These programs may include grantmaking.

Leadership Support: We work with leaders, experienced and emerging, to help them access their best thinking, build productive relationships, and navigate change effectively through Leaders Circles. We also provide 1:1 coaching for EDs and board chairs experiencing transformational change in organizational leadership.

Accounting & Finance: Our expert accounting and finance professionals work closely with nonprofit clients, providing training, guidance and implementation support with accounting systems.

Fiscal Sponsorship: Through our Fiscal Sponsorship program, Propel supports mission-driven organizations, projects, causes and collaborations to test drive new ideas as they build infrastructure, set goals, develop their business mode and get their big idea off the ground.

Resources: Propel has a widely used online resource library of templates, toolkits, videos and articles on nonprofits finance, strategy and governance.