

Chief Financial Officer

Posting Date: May 6, 2021



Reports to: Chief Executive Officer

BACKGROUND

Blessings in a Backpack (Blessings) mobilizes communities, individuals, and resources to provide food on the weekends for elementary school children across America who might otherwise go hungry. Each week of the school year, Blessings and its thousands of volunteers and partners send a bag of food home with children who, during the week, are fed by the free and reduced-price meal program. During the 2019-2020 school year, approximately 88,000 children at over 1,000 schools across the country received a bag of weekend nutrition from Blessings in a Backpack each week.

POSITION SUMMARY

Reporting to the Chief Executive Officer, the Chief Financial Officer serves as a key member of the senior leadership team. This position is responsible for the planning, implementation, and management of all financial activities, including business planning, budgeting, forecasting, daily operations, reporting, and negotiations. This position is also responsible for the organization's performance analytics, assessing and evaluating the organization and its business units with regards to both short-term and long-term operational goals, growth pipelines, budgets, forecasts, expense management, and vendor relationships. The Chief Financial Officer is a critical strategic leader and provides insights and recommendations to decrease costs, increase revenue, and feed more children. Additionally, the position leads the organization's process evaluation and long-term technology strategy, including identifying process improvements, opportunities for automations, and tech vendor relationships.

The Chief Financial Officer will have primary responsibility for the development, management, and reporting on the organization's and its business units' finances and reporting. This includes monitoring revenue and expenses; developing an expense allocation methodology; measuring and analyzing key performance indicators; and identifying and working with the senior leadership team when indicators are not on track. This position will work with other senior leadership team members to ensure that their teams, and all volunteers have the financial and performance information necessary to fulfill responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

With a focus on ensuring the organization's financial stability and risk management and providing accurate financial and key performance information for the organization to make informed decisions, key responsibilities include:

Systems and Process Management

- Serve as a change agent; constantly seeking to improve and optimize internal infrastructure by adding and improving processes, building out and updating systems to build organizational capacity.
- Lead the senior leadership team in the development, implementation, and support of long-term technology strategy to improve efficiencies and provide critical operational, relationship, and financial information. This includes software, hardware, support, and training.

Financial Management

- Assess and evaluate financial and performance indicators of the organization and its business units with both short- and long-term operational goals, budgets, and forecasts. Develop and implement cost allocation methodology for business units and desired outcomes and forward-looking predictive models.
- Create, establish, and monitor yearly financial and performance objectives and metrics that align with the organization's plan for growth and sustainability.
- Oversee all accounts, general ledger, financial software, and reporting systems ensuring policies and procedures are comply with appropriate GAAP standards and regulatory requirements.
- Lead the Accounting and Analytics team to produce and assess monthly financial and performance reports and forecasting for all stakeholders including: CEO; national board and related committees; team leaders, and chapters' managing directors and advisory boards.
- Engage the Financial Committee of the Board of Directors to develop financial plans and projects, including budgeting.
- As part of financial analysis, lead the development of operational analytics to align the organization's spending plan and investments to reach the desired results.
- Monitor changes in the legal, regulatory, and administrative environments and implement changes and procedures as needed to ensure compliance while maximizing operational and financial results.
- Lead the organization's annual financial audit, Form 990 tax preparation, as well as other filings and state license renewals.

Organizational Leadership

- Lead the Accounting and Analytics department through a collaborative approach to teambuilding, training and development, staffing, and performance management.
- As a senior leadership team member, inform and participate in pivotal decisions related to organizational strategy and operational models.
- Serve as the primary point of contact for financial and administrative contractual matters and evaluate and advise on all organizational contracts.

BASIC QUALIFICATIONS

The ideal candidate will be a proactive leader and strategic thinker with a proven track record in financial management, including business planning, budgeting, forecasting, reporting, and negotiations. Basic qualifications include:

- Bachelor's degree in accounting or finance required
- CPA or MBA preferred
- Minimum ten years of financial and operational performance management experience, with three years in the nonprofit sector. Social services organization experience preferred.
- Minimum three years managerial experience with a hands-on, collaborative workstyle.
- Proven track record of robust financial planning, forecasting, and reporting skills and experience
- Proven results in successful strategy development, implementation, and reporting.
- Leadership experience in the design and implementation of organizational process improvement initiatives.
- Experience as an engaged, creative, and collaborative thought partner who can help the CEO and senior leadership team solve complex business challenges.
- Demonstrated ability to utilize technology systems and software to enable improved financial management and operational performance in a growth-oriented environment.
- Ability to multitask and adapt to changing circumstances in a fluid environment, while maintaining a service-oriented approach to solving challenges.
- Demonstrated excellence in communications skills, both written and verbal. Ability to translate complex financial and analytical concepts to diverse audiences' understanding.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- Proficiency in Microsoft Office programs, with ability to do in depth analysis in Excel, including pivot tables, robust formulas, and creating visuals.
- A genuine commitment to diversity and inclusion through appreciating and leveraging different perspectives and experiences.
- Ability to travel nationally as needed, approximately four to six times a year.
- Passion for the mission to make an impact on the lives of food insecure children in a fast-paced, entrepreneurial environment.

BENEFITS

Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Short-Term Disability Insurance, Paid Time Off, Paid Holidays, Paid Winter Break, Summer Fridays, FSA Plan, 403(b)

Interested individuals should send cover letter and resume to carolb@blessingsinabackpack.org

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information, parental status ,pregnancy, and/or any other protected classification, in accordance with applicable federal, state, and local laws.