



BRINGING THE COMMUNITY TOGETHER TO END HOMELESSNESS

Chief Financial Officer

MEN'S SHELTER OF CHARLOTTE | URBAN MINISTRY CENTER

Ending homelessness is a bold and complex undertaking. It requires heart, collaboration and resources. But when we dream big, amazing things happen. That's why Urban Ministry Center and Men's Shelter of Charlotte have joined forces to become one organization. Our organization continues to provide all the services previously offered separately, and as one entity we are increasing our impact in finding and creating permanent housing solutions for the most vulnerable members of our community. We have combined our talent, services and leadership to elevate our quest to end homelessness in the Charlotte region.

POSITION SUMMARY:

Our agency seeks an experienced Chief Financial Officer (CFO) who will be responsible for leveraging the financial functions of UMC|MSC to influence strategy and decision-making of the organization at all levels. This individual will serve as a collaborator, a translator, and an influence to further our mission to end homelessness. While much of the work of the merger is already underway, our new CFO will have an opportunity to shape the team and tools necessary to complete the financial responsibilities of the merged agency. This position will define fiscal requirements, implement and manage the financial infrastructure, policies and systems to support the growth of our agency, while ensuring that the organization fulfills compliance requirements in an increasingly complex funding environment. Success requires that you recognize the organization's fiduciary responsibility to ensure that the funds and assets entrusted to us are invested and managed in the best interest of the community. Reporting to the CEO, the CFO will operate at all levels of the organization, serve on the leadership team, manage a small team, and have regular interaction with the Finance Committee of the Board of Directors.

ACCOUNTABILITY, OVERSIGHT & EXPERTISE:

Financial Management

- Determine the financial reporting required to best meet the needs of all stakeholders, including leadership team, Board of Directors, staff, funders, regulatory bodies, financial partners, etc.
- Oversee the management and coordination of all fiscal reporting activities for the organization to meet the defined needs on a timely and accurate basis to include:
 - Organization revenue/expense and balance sheet reports.
 - Organization, departmental, programmatic, grant-specific, and capital budget and activity reports.
 - Reports to funding agencies

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- Lead the organization through the annual budget process, including operating and capital budgets.
- Lead the finance team, providing supervision and coaching, while planning for growth and succession.
- Ensure the team has the right technology tools to perform expected duties in an efficient manner.
- Collaborate with the leadership team and department managers to identify, track and report the appropriate metrics to develop and monitor budgets and measure progress towards identified goals
- Ensure correct processes are in place to draw down funds from multiple contracts and program staff have supports needed to monitor progress.
- Accountable for monitoring, managing, and forecasting cash, investments, and working capital to ensure the organization is aware of and can meet its obligations and invest excess resources responsibly.
- Create and maintain activity-based financial models and what-if analysis to predict and provide insight into operations and planning.
- Support Philanthropy team by ensure finance team provides needed financial information for various grant requests.
- Raise the awareness and knowledge of financial management throughout the organization.
- Develop relationships with financial institutions and business partners.

Regulatory and Organizational Compliance

- Coordinate all third-party audit and tax filing activities.
- Ensure the financial reporting required by regulatory bodies and funders is completed on a timely and accurate basis.
- Oversee contract initiation through multiple funders (County, VA, City, State, etc.) and work with program staff to review contracts and compliance expectations for each contract
- Oversee and ensure that internal controls are in place to adequately safeguard the assets of the organization.
- Collaborate with the Philanthropy team to ensure that funds are maintained and utilized in accordance with donors' wishes and restrictions.
Remain current on nonprofit best practices and issues.
- Oversee all agency-based insurance coverage (liability, worker's comp, auto insurance, etc.)
- Oversee fleet management of vehicles
- Provide leadership for contract negotiations, in partnership with appropriate teams

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Leadership

- Collaborate effectively with peers as an essential member of the leadership team contributing as a thought leader on all financially related matters with the goal of protecting our mission while influencing our organizational strategy and operations.
- Contribute to organizational policy development.
- Engage the Finance Committee and Board of Directors in developing financial goals and plans
- Represent agency professionally while serving in our community (alternate language consideration: Is an ambassador for our mission both internally and within the community.
- Ability to translate strategy into plans and effectively drive cross-functional initiatives, setting direction, engaging multiple parties, executing outcomes and communicating to key stakeholders.
- Embody our organizational values and be a leader in our organizational transformation through your words and actions

Honoring our Values

As a key and visible leader, it is expected that our organizational values will be modeled and upheld:

Heart for the Work

- We choose this work and embrace this place.
- We practice radical compassion.
- We each do our unique part to end homelessness.

Solution-Oriented

- Grounding ourselves in what we know, we imagine what is possible.
- We are intentional about getting the right people involved and we move towards effective action.
- We are exhaustive in our search for solutions.

Bring Our Best

- We practice self-care, self-awareness, and safety.
- We recognize what we need to let go of to move forward.
- We exercise diligence and grit.

Value Others

- We honor the profound worth of each life and our work reflects it.
- We meet people where they are and approach others with genuine curiosity.
- We know we can't do it alone. We are stronger and smarter together.

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EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- At least ten years of professional accounting and financial management experience.
- Desire to serve the mission to end homelessness and work in a non-profit setting.
- High level of business acumen.
- Proven ability to lead and coach direct reports, peers, and superiors.
- Desire to be a strong teammate across departments and proven ability to work across an organization at all levels. Comfort communicating at senior leadership and Board level, as well as with program staff.
- Comfortable holding a high level of responsibility and being held accountable.
- Bachelor's degree in Business, Management or Finance required. CPA certification not required but strongly preferred.
- Strong knowledge of generally accepted accounting principles, with not-for-profit accounting experience preferred.
- Demonstrated success in financial management and strategy.
- Ability to translate financial information to all levels and to all stakeholders.
- Operates well with uncertainty and changing conditions.
- Technology savvy, with an ability to define requirements and implement meaningful processes and systems.
- Comfortable working through conflict and opposing points of view.
- Exudes confidence, approachability, and thoughtfulness.
- Strong presentation skills, both orally and written.

APPLICATION:

- Send cover letter and resume to Nicole.Higginbotham@mensshelterofcharlotte.org
- No phone calls please.

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