

**ROLE DESCRIPTION**

<b>Position Title:</b> Chief Financial Officer	
<b>Reports to:</b> CEO	
<b>Salary:</b> \$80,000 - \$100,000 depending on experience	
<b>Location:</b> Pikes Peak United Way - Main Office	<b>Division:</b> Finance
<b>Classification:</b> Full Time, Exempt	<b>Supervises:</b> Finance Dept. Staff
<p>General Functions: The CFO directs the operations of the finance and gift processing teams along with their strategic development. Additionally, manages the general ledger and as it interfaces with current donor management system. This position reports directly to the CEO and is responsible for supervision of the Gift Processing and Accounting Teams.</p>	

**PIKES PEAK UNITED WAY MISSION STATEMENT:** To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all.

**ESSENTIAL FUNCTIONS**

**Planning:**

- Develops and evaluates short and long-term strategic financial objectives for the organization, ensuring always that they are aligned with overall strategy and mission.
- Partners with members of the leadership team to establish economic, financial and strategic objectives, to implement organizational strategy and to oversee mission critical projects and initiatives.
- Manages the budget and financial forecasts processes. Leads the budgeting and financial forecasting processes, as well as institutes and maintains other planning and control procedures.
- Is adept at evaluating ROI and key process indicators for various resource development practices, strategies and programs and provides leadership to prioritize efforts and deploy financial resources.

**Operations:**

- Oversees accounting and finance staff and related activities to ensure effective and efficient processes for all financial transactions which operate within established internal controls and allow for timely and accurate financial reporting.
- Monitors and ensures the adequacy of cash.
- Maintains relations with Board members. Develops relationships with committee members to serve their fiduciary oversight needs.
- Is adept at managing the financial complexity of both unrestricted and restricted (designated) revenue streams. Understands the need to work with companies, donors and public sector environments that are highly designated to: maintain these relationships; engage those donors and workplaces; effectively capture our costs related to these activities; and to measure progress in encouraging unrestricted support to our impact work.
- Develops, instructs, directs, motivates and supports staff across the organization but most directly within the function(s) s/he leads.
- Demonstrates commitment to the effective use of technology within the financial functions of the organization, always ensuring that computers, databases, programs, and servers are functioning appropriately, safely and in accordance with contracts.

**Financial:**

- Provides timely and accurate analyses and financial reporting to ensure the highest level of financial oversight by leadership and board members.
- Interprets statistical and accounting information to assess operating results in terms of performance against budget, cash flow projections, long term sustainability and the operating effectiveness of the organization.
- Collaborates with program and fundraising staff to prepare grant applications and create budgets and reports. Understands requirements of governmental grants including reporting, federal and state contracting processes and regulations, manages grants effectively and ensures that the organization complies with requirements and successfully completes government audits.

## **Risk Management**

- Safeguards the organization's assets, including the community fiduciary and brand trust.
- Builds and maintains high levels of credibility for the CFO position and staff under s/he management within the organization, the leadership team, board communities and other external constituencies.
- Develops and maintains systems of internal controls, including evaluating and implementation of financial policies, procedures and standards designed to preserve organizational assets.
- Ensures compliance across the organization with governance requirements and applicable local and international regulatory laws, rules for financial and tax reporting, compliance, and reporting – unafraid to act where non-compliance is identified.

## **JOB QUALIFICATIONS:**

- Bachelor's degree
- MBA or CPA preferred
- 5+ years of financial management experience in complex non-profit and/or for-profit sectors
- Extensive finance and cash flow management experience
- Effective public speaking skills.
- Strong work ethic with emphasis on integrity and accountability.
- Excellent interpersonal, leadership, organizational and communication skills.
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous donor database experience helpful
- Professional demeanor and appearance

## **CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

## **ENVIRONMENTAL FACTORS:**

Business office environment. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds and regular use of computer and telephone. The position involves frequent and routine public contact. Reliable transportation, valid driver's license and verifiable automobile insurance are required.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to [miriam@ppunitedway.org](mailto:miriam@ppunitedway.org).