



Nonprofit and Foundation Consultants

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CHIEF FINANCIAL OFFICER

THE ENVIRONMENTAL COLLABORATIVE, PITTSBURGH, PA

PERFORMANCE PROFILE

BACKGROUND

The Environmental Financial Services Collaborative (EFSC) is an initiative designed to encourage collaboration, cost-sharing and access to sophisticated organizational and financial information among environmentally-focused organizations in southwest Pennsylvania. This initiative began in June 2011 and includes four organizations participating in the Phase I Pilot. The execution of Phase II will be contingent upon successful implementation of Phase I and is scheduled to begin in July 2012.

The four partner organizations are:

- **Construction Junction** (www.constructionjunction.org). Construction Junction is Pittsburgh's only nonprofit building material reuse retailer. An organization with both an environmental and social focus, it strives to keep usable building materials out of the landfills and provide them to the community at very low cost.
- **GTECH Strategies** (www.gtechstrategies.org). GTECH Strategies is a Pittsburgh-based nonprofit social enterprise that believes that blight and vacancy present opportunities for equitable, sustainable and innovative renewal. Through vacant land reclamation, green jobs creation, and the cultivation of alternative energy sources, GTECH grows new opportunities to fuel sustainable community development.
- **Nine Mile Run Watershed Association** (www.ninemilerun.org). The mission of the Nine Mile Run Watershed Association (NMRWA) is to ensure the restoration and protection of the Watershed through citizen engagement, demonstration projects, and advocacy. Its goal is to give citizens and elected officials the information and tools they need to make positive changes in the Watershed communities.
- **Tree Pittsburgh** (www.treepittsburgh.org). Tree Pittsburgh is dedicated to enhancing the City's vitality by restoring and protecting City trees. Its vision is to be a leader in creating a healthy, attractive and safe urban forest by inspiring and engaging citizens to maintain, plant and protect trees, thus improving our quality of life by maximizing the substantial environmental, social and economic benefits that trees provide.

POSITION OVERVIEW

The newly-created position will work closely with the Boards and executive leadership of the four organizations that comprise the Environmental Collaborative. Progress reports and check-ins will occur with the Executive Directors of each participating organization on a monthly or bi-monthly basis. Working in a matrix reporting structure, the CFO will spend approximately 1 day every week with each participating organization. This position is high-level and strategic in nature, with oversight of the tactical/technical responsibilities that an organization might require of someone operating in a financial capacity.

PERFORMANCE OBJECTIVES

After 12 months in the role, the successful candidate will have accomplished the following:

Financial Systems

- Analyze and synthesize financial reporting structures of all organizations in the collaborative. Make recommendations to improve the individual systems, reporting packages and controls of each organization.
- Assess the software needs of each participating organization. Make recommendations that streamline tracking and provide continuity between organizations.
- Review financial policies and procedures, make recommendations and implement best practice management changes to support the goals of the Collaborative organizations.
- Develop and implement a consistent and methodical budgetary planning process for each organization.
- Analyze current pricing structure for existing products/services and develop process for future pricing of products or services.

Financial Reporting

- Assess the efficacy and quality of the financial reports (spreadsheets, etc.) each organization uses to make management decisions. Make suggestions to improve reports.
- Develop consistent monthly reports including but not limited to; monthly financial statements (cash flow projections, balance sheet, budget to actual, month to date, year to date and comparison with prior year).

Boards of Directors

- Work with the Boards of Directors and Finance Committees of each organization to determine the financial data they need to make Board-related decisions, and to educate them about their financial responsibilities.
- Attend each organization's board meeting, as requested.

Additional responsibilities include:

- Oversight of reporting process with analysis of monthly, quarterly, and annual financial reports
- Financial planning, budget preparation, projections and oversight
- Assistance with business planning and analysis of earned revenue opportunities
- Oversight of management of accounts receivable and accounts payable, and other balance sheet items (including inventory, credit instruments, etc.)
- Payroll and benefits oversight and vendor assessment/selection as needed
- Development of dashboards and other pertinent management tools
- Revenue tracking and collection processes
- Development and implementation of policies and procedures
- Review of investment performance and analysis of investment alternatives
- Software training for organizational staff
- Support for preparation of IRS Form 990
- Audit preparation and coordination
- Perform other related duties and special projects as assigned
- Interface with bookkeepers at each organization

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate has a blend of the following:

- An advanced degree in Finance, Business Administration or related field is preferred; a bachelors degree in accounting, business or a related field is required; CPA not required but preferred as well
- Minimum of 5-7 years of proven management and leadership experience; or equivalent combination of education and experience
- Valid Driver's license or availability to travel to program locations
- Prior work in the consulting field, working with multiple clients at once, or working within a matrix reporting structure is ideal
- Broad knowledge of the principles and practices of accounting and finance functions
- Ability to perform accurate and comprehensive financial analysis to formulation of organization-wide action plans and assessment
- Ability to develop long-term plans and programs and to evaluate work accomplishments
- Ability to apply and adapt practices and techniques to the special requirements of senior management
- A keen administrative sense regarding nonprofit business activities and practices
- Executive-level interpersonal, communication, and presentation skills
- Strong analytical, issue analysis and problem solving skills
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public
- Ability to exhibit cultural sensitivity and to contribute to a work environment where diversity is welcomed and supported
- Passion for the mission of the EFSC not required, but preferred

COMPENSATION

This position has an attractive compensation and benefits package that is consistent with other CFO/Controller roles in the nonprofit sector serving organizations of similar size, scope and scale as those in the EFSC.

TO APPLY

Cover letter, resume and salary requirements should be sent to: resumes@deweykaye.com. PLEASE REFERENCE **#204-MH687 CFO** IN THE SUBJECT LINE. Applications due by Friday, August 26.

The EFSC is an Equal Opportunity Employer. We welcome resumes from all qualified applicants.