



# Chief Financial Officer

## San Francisco / Oakland, CA

### August 2021

## WHO WE ARE

Communities on the margins of opportunity deserve a trusted partner on their journey towards financial growth and stability. As a locally invested, collaborative partner in social justice and financial equity, Community Vision provides nonprofits, small businesses, and social enterprises with strategic investment and guidance, to deepen work, scale impact, and strengthen our communities.

We know that supporting community-owned and community-governed projects creates shared prosperity and builds collective, and self-directed, economic and political power. This position will put you at the forefront of exciting organizational growth and the re-envisioning of how we carry out our work; creating greater efficiency internally and deeper impact externally.

Community Vision is dedicated to anti-racist practices and to building an anti-racist organization. This includes treating colleagues with respect, supporting the vision of the organization, and acting as ambassadors of [our values](#).

## THE OPPORTUNITY

The **Chief Financial Officer** (CFO) is responsible for leading, managing, and coordinating all financial matters of Community Vision. The position will report to and work closely with the President. The CFO must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing an accounting and finance staff. In addition, the CFO will partner with senior leadership and the Board of Directors to develop and implement strategies across the organization.

The CFO is responsible for developing the organization's budget, maintaining the organization's financial statements, managing cash flows, and ensuring appropriate disbursements and servicing for loans and grants disbursed by the organization. The CFO, with the assistance of the Vice President of Capital Solutions, will also oversee all compliance and recognition for government (federal and state) contracts and private grants. The CFO will play a key role in the development of new capital market structures and vehicles in coordination with the senior leadership team. A main requirement of the position will be providing high quality data analytics to support ongoing strategic business decisions. The CFO will be tasked with managing and developing financing initiatives and programs in order to increase investment. Community Vision is pursuing an individual with extensive knowledge of treasury, financing, accounting, investing, project finance, tax credits, and multi-affiliate nonprofit reporting and accounting practices. The

position offers the opportunity for an individual to use sophisticated financial skills for a high impact and innovative mission-driven business.

## WHAT YOU WILL DO

### **Financial Management**

- Oversee day-to-day financial operations, including cash flow management for operations and lending activities, revise quarterly and annual cash flow projections for efficient cash flow planning to ensure availability of funds as needed and optimization of investments.
- Collaborate with the Capital Solutions department to ensure timely loan, NMTC, and other capital product closings, disbursements, and related fund transfers.
- Collaborate with the Capital Solutions department to oversee financial asset management of outstanding loan, NMTC, and grant portfolios.
- Develop and utilize forward-looking, predictive models and activity-based financial analysis to provide insight into the organization's operations and business plans.
- Administer the development and monitoring of program and operating budgets.
- Assist and collaborate on funding and fundraising activities, serve as point of contact for financial due diligence with funders, negotiate covenants and other terms in investment and funding agreements to meet Community Vision's priorities, and limit compliance burden.
- Oversee investments, monitor and manage cash flow needs, liquidity and covenant compliance, effective asset allocation of investments, ensure effective investment policy, and manage recommendations to the President and Board of Directors.
- Actively support the annual budgeting process.

### **Accounting & Compliance**

- Manage day-to-day finance and accounting operations of the organization, ensuring effective policies, procedures, internal controls, and effective systems are maintained.
- Ensure timely and accurate financial reporting for federal and state funders, foundations, management team and Board of Directors, including preparation and presentation of monthly and annual financial statements.
- Manage and report on lending, administrative, and organizational compliance to funders and investors, including the Department of the Treasury's Community Development Financial Institutions (CDFI) Fund, banks and foundations, and ensure annual recertification as a CDFI and renewal of Community Vision's Aeris rating.
- Be knowledgeable of all CDFI Fund related federal compliance regulations. Identify and communicate potential compliance concerns, work closely with the management team,

lending team, and finance team to maintain good standing as a CDFI. Evaluate Community Vision's performance relative to CDFI peers.

- Lead and coordinate audits and proper preparation and filing of all corporate tax returns. Ensure legal and regulatory compliance regarding all financial functions.
- Report to the senior leadership team, and full Board of Directors, on the financial health of the organization, including budget, investments, lending, and program operating activities.
- Lead annual renewals of corporate lending license and securities permit.
- Facilitate completion of ad hoc reporting requests from senior management and other internal or external stakeholders.

### **Strategic Business Development, Funder, & Investor Relations**

- Develop annual and multi-year capital plans for new grant revenue, debt capital, joint financing partnerships, and other sources of capital for the organization.
- Develop capital market solutions to expand the scale of financing activities, support the creation of new programs, products, and initiatives, and apply capital markets methods to create new financing facilities and relationships with banks, foundations, and other financial institutions interested in impact investment partnerships.
- Represent the organization to financial partners, including investors, foundation executives, auditors, public officials, etc.
- Negotiate investment agreements with institutional investors, centering Community Vision's capitalization needs, limiting compliance burden, and ensuring excellent investor relationship management.
- Maintain up-to-date knowledge of all critical IRS, CDFI, and nonprofit audit matters, GAAP rules, and state and federal regulations regarding nonprofit and CDFI-related matters.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into Community Vision's operations and business plans.
- Work with the President, VP of Capital Solutions, and VP of External Relations on resource development, financing programs, issues, and trends, as needed.
- Assist in applying for government funds, including CDFI, NMTC and other sources.

### **Planning, Policy, & External Relations**

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior leadership team.

- Engage senior leadership to develop short, medium, and long-term financial plans and projections; review these plans with the President and appropriate committees of the Board of Directors.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Staff the Board Finance Committee, providing timely updates and reporting, and responding to committee direction.

## WHO WE'RE LOOKING FOR

### Ideal Qualifications

- A seasoned and mature leader with 12-15 years of broad finance experience ideally in accounting, audit, treasury, investments, business development and management, and strategic business and product development.
- At least five years' experience as a CFO or equivalent, preferably in a complex organization that has multiple affiliates and a track record of escalating knowledge of investment mechanisms.
- A minimum of a BS and an up-to-date CPA designation; an MBA is a plus.
- Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of effective financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Experience working with information technology staff or consultants to manage finance and accounting software packages.
- Excellent communication, facilitation, and negotiation skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Knowledge and experience in real estate development, housing, and/or business finance.
- History of managing growth and aligning operations to support strategic business priorities.
- Proven track record of problem-solving, resourcefulness, and exceeding set goals.
- Effective planning and deadline orientation to business management and operations.
- Ability to think strategically, anticipate future trends, consequences and build the organization framework to address dynamic circumstances.
- Driven by mission.
- Strong community relations, Board relations, and client relations skills.

## MORE ABOUT THE POSITION

The **Chief Financial Officer** is a full-time exempt position. This position reports to the President of Community Vision. The salary for this position is between \$170,000 - \$210,000 annually, depending on experience and if outside of the Bay Area salary will be adjusted based on cost of living of the region. Benefits include: 100% health insurance premium coverage for employees and a contribution towards dependent coverage, dental insurance, long-term disability and life insurance, transportation and cell phone subsidies, employer contributions towards retirement savings, three weeks' vacation, and a commitment to work/life balance. Occasional evenings and

out of area travel may be necessary. Position involves regular computer and telephone use plus some minimal lifting. The position can be based at either of Community Vision's offices in San Francisco or Oakland. All staff are working remotely until further notice.

## TO APPLY

Send resume and cover letter via email to [theo@thenorfusfirm.com](mailto:theo@thenorfusfirm.com). Subject line should read: **Chief Financial Officer**. Cover letters should discuss your interest in the position and in working at Community Vision.

For more information on our programs and services, please visit our website at:  
[communityvisionca.org](http://communityvisionca.org)

*Community Vision is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at Community Vision are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the laws or regulations where we operate. Community Vision will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants with these characteristics to apply.*