



Chief Financial Officer

COMPANY OVERVIEW

The dedicated team at the Community Action Agency - Cincinnati | Hamilton County (CAA) provides advocacy, high-quality programs, and partnerships that help break down barriers to equity and opportunity, while building self-sufficiency across generations. CAA is a private, nonprofit organization that provides a holistic array of services to help lift low-income families and individuals out of poverty. The services and programs offered include job training, housing assistance, heating assistance, entrepreneurial coaching, Head Start and Early Head Start.

The nationwide Community Action network was created with the passage of the Economic Opportunity Act of 1964 as a part of President Lyndon B. Johnson's historic "War on Poverty" initiative. The act established a federal Office of Economic Opportunity, and created organizations called Community Action Agencies that would develop strategies to solve issues of poverty with an emphasis on local input.

Cincinnati's CAA was the second such organization in the nation when it was founded in 1964. It was established by the late Theodore Berry Sr., who would go on to become Cincinnati's first African American mayor. In 1965, President Johnson appointed Mr. Berry to head the nationwide Office of Economic Opportunity's Community Action Programs, which at that time included Head Start, the Job Corps and Legal Services.

THE OPPORTUNITY

- Are you passionate about the financial stewardship and strategic leadership of a mission-focused organization that provides a holistic approach to lift families out of poverty, break down barriers, and build self-sufficiency?
- Do you want to make a real difference for individuals and families through education, home services and employment support?
- Are you energized by working with a dedicated, empowered, and collaborative leadership team?





JOB SUMMARY

C-HCCAA is looking for a **Chief Financial Officer (CFO)** who is a proactive, collaborative, team-oriented leader who can help the organization grow and thrive. This hands-on role requires a leader who can support high-level, complex grant accounting and general accounting and finance responsibilities, and can also dive into the details. Reporting to the CEO and an integral part of the Executive Leadership Team, the CFO will manage a small team and oversee accounting, finance, budgeting, forecasting, risk management, purchasing, and compliance. This role provides support for all functions across the organization and for all services and programs C-HCCAA provides, including Head Start Delegate Agencies. The CFO ensures that the Agency has adequate internal controls, policies, and procedures, remains fiscally healthy, and all financial activities are performed in accordance with Head Start Performance Standards, and all applicable federal, state, and local laws, regulations, and CAA policies.

KEY JOB RESPONSIBILITIES

Financial Leadership

- Provide strong leadership to the CEO and senior leadership team to ensure that financial strategies, decisions, and functions effectively facilitate achievement of the strategic plan and annual goals while maintaining the organization's financial health.
- Act as the staff liaison for the Finance Committee of the Board of Trustees.
- Develop the Agency's investment policy, while acting as a liaison between the Agency and its Corporate Broker.
- Develop models and conduct analyses to identify critical trends, support strategic decision making, and create forward visibility.

Budgeting and Forecasting

- Lead the annual budgeting process, working collaboratively with the CEO and program directors and department heads.
- Monitor and analyze financial performance against budget, providing insights and recommendations for adjustments as needed.
- Develop long-term financial forecasts to support organizational planning.

Financial Reporting

- Establish and oversee all financial reporting activities, providing the CEO, leadership team and Board with accurate and up-to-date information on the financial activities of the organization.
- Ensure accurate and timely financial reporting to the Board.
- Oversee the preparation and presentation of accurate and timely financial statements and tax returns.



KEY JOB RESPONSIBILITIES CONTINUED

Great Management

- Collaborate closely with program leaders to ensure accurate financial reporting for grants and contracts.
- Ensure that administrative and financial requirements are met for all grants; maintain the corporate grant files.
- Monitor grant compliance and work with program teams to maximize funding opportunities.
- Support and assist with new and renewal grants to ensure effective process and timeliness of submissions.
- Collaborate with external partners, including funding organizations and government agencies, to strengthen financial resources and support the agency's mission.
- Develop and ensure Agency and grant-required record retention policies.
- Oversee the fiscal monitoring of Head Start delegate agencies.

Risk Management

- Implement strategies to safeguard the organization's assets and financial resources.
- Identify and mitigate financial risks to ensure the agency's financial stability.
- Lead all discussions related to risk management, including annual insurance renewals and assessment of the agency's property and liability insurance.
- Oversee administration of the Agency's contracts.

Audit and Compliance

- Develop and implement financial policies, procedures, and controls to ensure compliance with regulatory requirements and organizational goals.
- Ensure the completion of all financial audits and the fulfillment of external reporting requirements to maintain compliance.
- Manage and oversee the C-HCCAA yearly single audit.
- Work closely with external auditors to address any findings and implement corrective actions.





KEY JOB RESPONSIBILITIES CONTINUED

Administration

- Develop fiscal policies.
- Maintain and nurture the agency's relationship with its financial institution and investment manager.
- Ensure that accounting pronouncements are properly implemented.
- Ensure that the Agency has an effective accounting system.
- Serve as a backup to the Controller on the day-to-day operations of the department.

Team Management

- Manage the effective training, development, and retention of the accounting and finance team.
- Support and develop a culture that values diversity and inclusion throughout the organization.

IDEAL QUALIFICATIONS AND EXPERIENCE

- Strong commitment to the mission of C-HCCAA
- Ten (10) years finance leadership experience in a complex non-profit environment, including financial management and purchasing responsibilities, using financial management information systems. Public Accounting experience preferred.
- Bachelor's degree in accounting, business, or other-related field required, MBA and active CPA a plus
- Solid understanding of nonprofit financial management, grant accounting and compliance; knowledge of state and federal regulations; working knowledge of investment strategies
- Very strong technical acumen, and experience with sophisticated financial technology platforms such as NetSuite
- A track record of contributing to the strategic direction and growth of an organization
- Highly collaborative leadership style, with excellent communication and interpersonal skills
- Ability to communicate to a wide range of stakeholders and translate financial information into understandable terms
- Experience supporting and collaborating with a non-profit Board
- Comfortable wearing many hats given the resource constraints of a smaller organization



EVIDENT PERSONAL ATTRIBUTES

- Strategic, but willing to be hands-on
- Confident and decisive
- Has a heart for the mission
- Optimistic, focused on what's possible
- Collaborative, an effective team player
- Direct and respectful communicator
- Flexible, comfortable with change
- Comfortable with technology and financial systems
- Calm under pressure
- Creative problem solver

THE PAYOFF

- See your efforts have a direct impact on individuals and families every day.
- Work collaboratively with a passionate group of staff members, Board members and volunteers.
- Help the organization grow and increase its impact in Cincinnati.





LEARN MORE & APPLY

This executive search is being led by **Michele Plessinger** and **Scott Hirko**. Use the contact information below to reach out via email with any questions. Please reference the position title and organization in the email header.



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