



Position Description

Position Title:	Chief Financial Officer
Reports To:	CEO
Classification:	Full-Time
FLSA Status:	Salaried Exempt

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE'RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 200+ Fellows in over 35 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2022, we expect to grow from 23 full-time employees to 35, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities that struggle to attract and retain talent, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Dodge City is a community with so much to offer — incredible diversity as an immigrant and refugee town, welcoming people, and forward-thinking collaborative leadership. We are a remote first team and will prioritize hiring the best people we can, but we encourage folks joining the team to consider relocating to Dodge City, whether now or in the medium to long term, to help us contribute to the vibrancy of the community. Those who relocate to Dodge City will receive assistance finding housing and being connected to like-minded individuals in the community. Those who join the team but do not relocate will be asked to make frequent trips to Dodge City and will be invited to participate in a site visit so we can show why we and so many other teammates have fallen in love with it!

POSITION SUMMARY

Responsible for the leadership and management of Lead For America's financial strategy and systems. This

includes overseeing financial risk, taxes, grant compliance, budget planning, investment strategies, asset and liability management, banking, financial controls, and accounting. Responsible for stewarding Lead For America's monetary resources to ensure that the organization is set up for long-term sustainability, scale, and impact.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

Strategic Planning

- Manage LFA's financial planning through budget management and in-depth communication with department heads, affiliate directors, and executive staff.
- Perform risk management within the executive decision-making process by analyzing the organization's assets, liabilities, investments, and budget projections.
- Develop the annual board budget, and present it to the Board of Directors. Attend quarterly board meetings to provide financial updates.
- Develop budgets for all major grant opportunities.
- Determine an investment strategy that wisely and responsibly stewards LFA's financial resources.
- Advise the CEO and the COO in connection with the organization's fundraising plans, earned revenue model, and other revenue strategies by providing budget forecasts, cost-benefit analyses, etc.
- Regularly monitor cash flow projections to ensure appropriate liquidity to fund the organization's operations.
- Meet with current or prospective funders or partners to provide expert explanations of grant budgets or organizational finance.

Systems Building

- Develop a budget management system for all organization departments that ensures that all budgets are informed by boots-on-the-ground knowledge, are ambitious but realistic and attainable, are up-to-date and transparent, and are monitored and adjusted regularly and proactively.
- Review and refine LFA's finance IT system, including ClickTime and QuickBooks.
- Review and refine LFA's financial internal controls, and ensure organization-wide compliance.

Financial Management

- Oversee LFA's indirect rate proposal, NICRA.
- Manage preparation and support of all external audits and Form 990. Serve as a key point of contact for external auditors.
- Monitor compliance for all grants, including overseeing staff allocations, timekeeping, and financial reporting. Ensure the execution of other components of grant compliance (e.g. program updates, AmeriCorps enrollment, etc.) by managing other staff.
- Manage all capital investments, including office spaces.

- Supervise all finance personnel (e.g. controllers, accountants, finance managers, etc.).
- Ensure the timeliness and accuracy of the accounting books and records, including the monthly and yearly close-out process.
- Manage loans and lines of credit.
- Oversee the AR/AP system, ensuring that payables and receivables arrive on time as much as is possible. Manage other staff to correspond directly with partners/vendors to ensure effective execution.

Operations Management

- Manage the Operations team to ensure the timely execution and success of the following needs: payroll, Fellow scholarship payments and loans, contracts management, mail processing, timekeeping, insurance requirements, benefits management, HR on-boarding for new staff, charitable registrations, taxes (employer and otherwise), licensing, tax incentive programs, subscriptions management, telecommunications, office maintenance, gift acknowledgements, and non-financial staff policies.

Legal Management

- In collaboration with the COO, support LFA's legal team to ensure successful navigation of all legal risks challenging the organization.

QUALIFICATIONS

Education

BSc/BA in Accounting, Finance or relevant field; MSc/MBA is a plus.

Experience

8+ years of experience in executive leadership required. Proven experience as CFO, finance officer or relevant role. In depth knowledge of financial law and risk management practices. Excellent knowledge of data analysis and forecasting methods. Experienced in the use of MS Office, financial management, and accounting software. CPA is a strong advantage.

Knowledge, Skills, and Attributes

- Mission/Vision: able to support and articulate the organization's mission, goals and objectives in a positive and inspirational manner.
- Strategic Vision and Agility: ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- Communication: relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- Leadership: effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.

- Results-Oriented: mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- Capacity Building: ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.
- Action Oriented: strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

BENEFITS

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview [here](#).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

TO APPLY

Please submit your application to apply [here](#). You can learn more about Lead For America [here](#).

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.