

Bill Wilson Center
Chief Financial Officer
Position Announcement

[Scion Executive Search](#) has been retained to conduct the search for the incoming Chief Financial Officer (CFO) of Bill Wilson Center, a nonprofit community support organization in the Bay Area which serves youth, adults, and families. Reporting directly to the Chief Executive Officer, this on-site executive leadership opportunity is available for immediate hire and will work full-time from the organization's headquarters in beautiful Santa Clara, California!

ABOUT BILL WILSON CENTER:

Committed to working with the community to ensure that every youth has access to the range of services needed to grow to be healthy and self-sufficient adults, Bill Wilson Center has been providing services to run-away and homeless youth since 1973. With an emphasis on ending youth and family homelessness, Bill Wilson Center programs focus on building self-confidence and developing personal assets to aid youth and families in permanently changing the direction of their lives. Bill Wilson Center provides services to more than 4,100 children, youth, young adults, and families in Santa Clara County through various programs which focus on housing, education, counseling, and advocacy. Additionally, Bill Wilson Center reaches more than 30,000 clients through its Street Outreach and crisis line programs.

POSITION OVERVIEW:

As the organization grows and evolves to best serve its constituents, Bill Wilson Center seeks a collaborative, creative and highly experienced CFO. The organization is excited for the future and with this excitement comes the need for adaptable, communicative, and energetic leadership. As Bill Wilson Center has more than 100 unique public grants and contracts representing federal, state, and local funds, the incoming CFO is a role which requires deep experience with nonprofit finance as well as a background within health and human services.

Key aspects of the role include great strengths in:

- Knowledge of various funding sources (local, State, Federal).
- Accounting expertise.
- Financial stewardship and the highest level of integrity.

In addition to responsibility for finance, accounting, and planning functions- the CFO champions relationships with lending institutions as well as external stakeholders and as a member of the Executive Management team, provides support to operations and program management. Through the implementation of learned financial strategy and careful analysis, the CFO will counsel on the financial implications of managerial, operational, strategic, and programmatic activities.

This highly impactful role is best suited for a candidate who is comfortable with public speaking and presenting reports, budgets and outcomes, who is skilled at building consensus internally among leadership, as well as externally via educating diverse groups and who is confident, yet diplomatic about expressing the best strategic financial paths/options available.

Bill Wilson Center seeks a true partner to the Chief Executive Officer who is driven by the mission of the organization as well as its lasting, regional impact and an executive who is capable of assisting with smart business decisions in collaboration with the leadership team.

RESPONSIBILITY OVERVIEW:

- Lead/provide insight on the management of accounting, audits, budgeting, forecasting, human resources, insurance, purchasing, real estate and treasury activities for the organization.
- Serve as internal consultant to the CEO, Chief Program Officer, Chief Community Resources Officer, Board, and other key stakeholders on all financial matters, making recommendations and suggesting proactive strategies to keep the organization on track.
- Drive best financial practices within the organization by publicizing standard operating procedures, keeping the senior leadership team, Board and staff current on financial status and by generally serving as a point of reference for all growth plans and projects within the organization.
- Manage and oversee growth of highly complex funding resources, *including more than 100 unique public grants and contracts representing federal, state, and local funds.*
- Provide support in accounting, general ledger, and operations functions; ensuring systems are in place to guarantee timeliness and accuracy of data and financial reporting, as well as effective internal controls over financial reporting.
- Review short and long-term goals in consideration of existing and projected financial resource availability.
- Actively participate in all internal planning regarding the organization's proposed program expansion, to ensure alignment of program with financial projections.
- Establish annual financial plan/budget and benchmarks and conduct regular reporting, measuring projections against actual performance.
- Utilize technology to optimize all reporting and analytical functions.
- Ensure timely and efficient preparation of annual audited financial statements, 990 tax returns, and relevant Federal filings and industry standards.
- Produce timely reports (weekly, monthly, quarterly, and annually) to monitor, evaluate and optimize financial health, cashflow and liquidity of the organization.
- Oversee compliance matters relating to federal, state, and local laws and national best practice standards, including requirements applying to Section 501(c)(3) nonprofit public charities.
- Analyze and make recommendations on the investment of organizational reserves; identify and harness available resources to maximize passive income streams.

- Build & maintain relationships with external stakeholders (banks, donors, vendors, outside consultants and others as needed) to closely monitor the organization's major expenditures and sources of revenue.
- Ensure that the organization meets critical regulatory and legal compliance requirements and benchmarks.
- Coordinate with Audit Committee for the annual audit of the organization's financial statements.
- Oversee and advise senior management on the organization's liability insurance program (protecting against loss and potential liability, as well as ongoing risk analysis).
- Build a top-tier internal finance team by actively recruiting, training, and developing talented accountants and analysts, as needed.
- Proactively monitor financial industry trends by attending conferences and participating in professional development; share relevant information with the senior leadership team.
- Provide oversight of real estate planning, budgeting, and operations including contract review, facilities modifications, and coordination of space allocation, layout, and communication services.
- Provide oversight of the human resources planning and operations, including employment activities as well as reviewing the efficiency/effectiveness of employee benefit programs, seeking approaches to lower cost where possible and consistent with required quality levels.

QUALIFICATIONS:

- Master's degree in Accounting and Finance, Business Administration, or related field.
- 10+ years of accounting and finance leadership expertise with significant senior-level financial management and a track record of strategic and tactical leadership abilities.
- Knowledge of all aspects of generally accepted accounting principles (GAAP).
- Non-profit finance experience from a healthcare, behavioral health, social services, and/or human services related organization.
- Previous/current experience supporting an operating budget of \$15M+.
- Expertise in financial accounting, budget development and reporting, project and grant management, as well as internal controls.
- Demonstrated skill in building, motivating, and retaining high-performance teams.
- Strategic, solutions-oriented leadership track record.
- Partnership oriented approach to both internal and external engagement.
- Experience with integrating IT/Systems to improve accounting productivity and accuracy.
- Experience working with external auditors, compliance, and regulatory oversight.
- Positive outlook with a "can-do" mindset and an engaging sense of humor.
- Unwavering commitment to integrity as well as personable accountability.
- Advanced proficiency in MS Office (Excel, Word, & Outlook) and financial reporting software.
- Strong organizational, management, communication and analytical skills, and attention to detail.

- Adept in fiscal management principles and processes including resource management, needs assessment, as well as best practices development and implementation.
- Experience with change leadership and change management.
- Knowledge of Human Resources related laws, regulations and practices, and employee benefits (including the management of health care and retirement plans) preferred.

COMPENSATION AND BENEFITS:

This amazing, full-time opportunity offers the ability to make a positive impact on the transformation of individual and family lives in the community. In addition to a strong base salary based on years of experience and education, this exceptional role also receives access to a comprehensive benefits package which includes employee medical insurance paid at 100%, dental and vision insurance, life insurance, long term disability, 20 days of paid time off, 12 annual paid holidays, FSA, EAP, 401(k), 403b, and access to wellness activities, complimentary notary services, and entertainment ticket discounts!

APPLICATIONS AND NOMINATIONS:

Bill Wilson Center has retained the services of Scion Executive Search, a national executive search firm specializing in mission-driven organization recruitment, to assist in conducting this important search. For immediate consideration please apply with your resume and cover letter, formatted in Microsoft Word, via: <https://tinyurl.com/BWC-CFO>

Please address applications to:

Elissa Dumiak, *Senior Executive Search Principal*
Scion Executive Search
(888) 487-8850

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

Bill Wilson Center is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other protected class.

ABOUT OUR FIRM:

Scion Executive Search is a retained executive search firm connecting executive nonprofit leadership to nonprofit organizations and foundations across the country. Born out of the nonprofit sector, we provide expert search strategies and leadership for your organization. Our executive candidates are true agents for change, and we are experts at matching their talents,

motivations, and passions to your organization's mission. Scion Executive Search has led hundreds of successful executive searches. Information about our firm's history and focus is available [online](#).

Scion is an equal opportunity employer and service provider committed to not discriminate on the basis of race, religion, gender, gender identity, national origin, citizenship status, sexual orientation, disability, political affiliation or belief, or any other protected class. We are committed to the principals of Equal Opportunity Employment and are dedicated to making employment decisions based on merit and value, for ourselves, our client companies, and for the candidates we represent.