



## Job Title

Chief Financial Officer

## Reports to

CEO

In business for over 25 years, we help people affected by poverty (and often the interrelated challenges of recovery, domestic violence, episodic homelessness and incarceration) to get and keep good jobs, and more importantly rebuild hope, self-esteem and opportunity for themselves and their families in the process. We produce hundreds of jobs each year, at retention rates over 20 points higher than national norms, and with nearly 80% of employed participants moving onto permanent housing in which their families can thrive.

Our results don't just end with employment. We also maintain market-competitive businesses that create gateway jobs for those they serve, and we produce a profound social return on investment, where for every dollar invested in this work, \$5.97 is re-invested in society over a five year time horizon. The work is important not only because of its clear goal of bringing individuals in need back to the dignity and the productivity of employment, but because of its clear mission to transform people's lives. Families become stronger, relationships are healed, and communities become more vibrant because nothing gives you a positive outlook on life like a job.

## Purpose

The CFO serves as a member of the executive management team and directly supports the President/CEO on all financial and business matters. The CFO oversees all non-program operations for the Enterprise with a staff of eleven (including the Controller, Manager of Human Resource & Operations, Government Grants Manager and Technology/Strategic Data team). S/he provides leadership and direction within the Enterprise on matters related to financial planning and controls and administrative support/facilities operations, ensuring sound fiscal management and efficient support services to the Enterprise's programs and social enterprises, Cleanslate and Cara Connects. The CFO is responsible for overseeing the management of the Enterprise's assets, including property and risk management, financial and tax reporting, budgeting, the external audit process, information technology services, and all human resource matters. The CFO directly supports the Finance Committee of the Board.

## Leadership

- Ability to build a strong mastery of Cara and its two social enterprises, and capital raising to maximize strategic creativity and productivity across the enterprise.
- Strategic and trusted thought partner to the CEO as well as rest of leadership and staff to deliberate ideas in an agile environment.



- Shapes a culture of accountability and managing through data, to produce greater results for all aspects of the enterprise.
- Serves as member of the Executive team and as a leader for the entire enterprise.
- Interacts closely with the Finance Committee Chair and coordinates with Finance Board Committee to ensure full transparency of our financial health.
- Provides fiscal leadership, including coaching, training, and budgeting assistance to departments beyond the administration team.
- Builds, manages, and mentors a team of by overseeing all training, work allocations, problem resolutions, and performance evaluations of its members.

### **Fiscal Management**

- Directs and supervises the Controller who oversees the day-to-day financial reporting functions of the finance/accounting staff and directs the preparation of interim and annual reports for all Cara departments and social enterprises as well as cash management, budgeting, audit, tax, accounting, purchasing, long range planning and forecasting.
- Monitors actual enterprise fiscal performance versus operating budget for current period, investigating and explaining variances to management and the Finance Committee and Board. Prepares or reviews reports of results to various audiences.
- Responsible for the development and execution of an efficient, timely financial reporting process.
- Oversees the Government Grant aspect of funding (20% annually) for the organization including cost allocation plan related to departments and grants and well as compliance with all Government Circular Regulations for the Program's Federal and State grant budgets.
- Maintains relationship with auditors and oversees the annual audit process, responds to audit management letter and assures timely reporting on the annual audit to the Board. When required, prepares Request for Proposal for audit services. Oversees and directs the preparation and issuance of Cara's federal 990 return and other state return requirements. Ensures the highest levels of fiscal management, governance, and transparency.
- Directs and coordinates the organizational budget and the establishment of the budget process. Provides oversight for allocations management.
- Spearheads risk management strategies related to program, social enterprise and staff planning. Ensures appropriate measures are in place for program and staff management, facilities, information technology and databases, purchasing, security, and office management, and is the primary liaison with outside legal counsel on enterprise business needs.



- Maintains and develops key relationships with partner agencies, banks, auditors and others.

### **Human Resources**

- Supervises the Manager of HR and Operations who oversees all HR and building operations functions for all staff as well as all participants in the employment of our social enterprises, and provides guidance for employee compensation, recruitment, and personnel policies as well as ensures regulatory compliance.
- Participates directly in all benefits plan administration including rate negotiation and term lengths.

### **Technology**

- Supervises the Director of Data and Technology and provides guidance specifically in the areas of strategic planning and technology development, and impact measurement.
- Provides strategic input on project management and systems improvements.

### **Qualifications We're Looking For**

- The ideal candidate will exhibit a commitment and passion for the mission and values of Cara, as well as its strategic vision, while also having the acumen and finesse to handle complex situations and multiple responsibilities, mixing long-term projects with the urgency of immediate demands.
- Must possess integrity, exceptional judgment and communication skills.
- Must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships, and the capability to interact within all levels of the organization as well as with external constituents.
- Minimum 7 years financial and operational experience.
- Degree in Finance or Accounting required and MBA or CPA highly preferred.

*Cara is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. Please submit cover letter, resume, and salary history to: [krigheimer@carachicago.org](mailto:krigheimer@carachicago.org).*