



*buildOn.org*

**Title:** Chief Financial Officer

**Reports to:** Chief Executive Officer

**Type:** Full-time/Exempt

**Location:** Stamford, CT

**To Apply:** Please send a resume and cover letter to [FinanceJobs@buildon.org](mailto:FinanceJobs@buildon.org)

### **Overview of the Organization**

buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn is not a charity, it's a movement. In the United States, we run intensive service learning programs in 40 under-resourced, urban high schools in seven major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 27 years buildOn has empowered more than 100,000 urban youth to contribute more than 2.1 million hours of service that has touched the lives of more than 1.0 million people living below the U.S. poverty line. 97% of these youth graduate high school and nearly all of these go to college, even though 40% of the kids going to the same schools drop out.

Teams of buildOn students from our programs also fan out across the world to help build schools in the economically poorest countries on the planet. We have now built nearly 1,400 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.1 million children, parents and grand-parents have attended these schools so far, while more than 160,000 attend buildOn schools every day. 50% of all students are girls or women. Most importantly, community members have organized leadership committees and contributed more than 2.1 million volunteer work days to literally build their schools.

### **Overview of the Role**

buildOn is seeking an experienced and committed Chief Financial Officer (CFO) to chart the financial direction of the organization and serve as strategic and tactical financial expert. The CFO will lead the U.S. and global finance team in seven countries, all human resources, recruiting and data operations. She/he will set the vision and direction for both short and long-term budgeting, forecasting, analysis, all financial reporting, auditing and data platform management in order to support a high-growth social impact enterprise with operations across the United States and in seven developing countries. This individual will balance a strong vision for leading their teams with a hands-on approach to managing the financial operations, data platforms, and human resources for an agile, fast-paced, \$20 million organization.

The CFO must have a genuine passion for the mission of buildOn and the ability to inspire and guide those around her/him to come together around the mission. S/he will lead their teams by example and in a strategic, collaborative manner. They must demonstrate a keen understanding of the financial and administrative functions that they will be responsible for. Reporting directly to the CEO and with significant interaction with the national Board of Directors, the CFO will be a key member of the strategic leadership team. This role is an exciting opportunity for an energetic, motivated finance leader to join the movement and help to lead an innovative, award-winning organization and as we continue to grow and change the world!



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## **Key Responsibilities**

- Develop and implement a vision for the U.S. and global finance team in alignment with the strategic plan
- Provide leadership, direction and supervision to financial and human resources staff and oversee the day-to-day operations of the buildOn finance function.
- Provide leadership to the Data and Operations function which is responsible for the collection, analysis and reporting of data in all countries and all departments, using the Salesforce platform. The operations function is also responsible for technology and facilities.
- Work with department heads to develop the annual and three-year budget for approval by the CEO and the national Board of Directors
- Generate monthly financial statements and reports which analyze all expenses, revenues and the balance sheet for whole organization, each region, each country and each department.
- Generate a monthly financial dashboard which accurately forecasts cash position, revenue and expenses; help CEO and Board of Directors to “see around the corner”
- Provide leadership to a growing Human Resources department by overseeing staff, payroll and benefits administration and 403(b) plan management
- Manage the buildOn Fund Acting as an Endowment under the guidance of the Finance Committee
- Foster a culture of boundary spanning and collaboration across departments, regions and countries with the goal of increasing organization-wide financial transparency and ownership
- Ensure that the necessary systems and controls are in place to maintain compliance with the highest ethical standards as well as all applicable laws, regulations and requirements of funders
- Work closely with the Development Team to provide the necessary financial analysis and support for revenue generation
- Strengthen internal controls to manage cash flow, protect financial assets and ensure a focus on efficiencies and cost savings where possible
- Lead the annual audit process and act as primary liaison to the Audit Committee of the Board and the audit firm
- Prepare and manage all tax submissions to the IRS, including the Form 990
- Manage insurance programs for both domestic and international programs, liability, directors and officers and worker’s compensation; negotiate annual renewals with vendors
- Ensure financial controls and procedures are streamlined and clear to all so as to ensure proper checks and balances and best practices



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## **Required Qualifications**

- Passion for and commitment to the mission and core values of buildOn
- Grit, resilience, solidary and tenacity around achieving our mission
- Track record of leading by example with ability to “role up your sleeves” and “hustle” when necessary to reach key goals
- 10+ years of senior financial leadership experience in a nonprofit or business environment; experience in an international nonprofit a plus
- Strong leadership skills featuring a collaborative style and an entrepreneurial spirit, along with demonstrated experience leading teams to excellent results
- Highly strategic mindset, including the ability to develop and execute plans for growth and reach those goals
- Strong organizational and financial management skills and excellent budgeting and business planning skills; experience with nonprofit/fund accounting a plus
- Ability to manage complex financial operations in a decentralized, high-growth organization
- Exposure to Human Resources (HR) and an ability to provide strategic leadership in the HR Department
- Familiarity with US GAAP, International Reporting Standards (IFRS) and International Accounting Standards (IAS) a plus
- Strong affinity for technology and experience working with financial systems; knowledge of Salesforce and MIP a strong plus
- Excellent written and oral communication skills and an ability to connect with and present to a variety of stakeholders including staff, leadership and the Board of Directors
- Bright and compassionate with grit, a drive to excel and an unwillingness to give up
- Reserves of energy, a good sense of humor and an ability to understand and respect the perspectives of others
- Bachelor’s degree in relevant field; CPA or Master’s preferred

*buildOn is an Equal Opportunity Employer. For additional information, please visit our website at [www.buildOn.org](http://www.buildOn.org)*