



community development partnership

## The Community Development Partnership (CDP) Seeks a Chief Financial Officer

### Organizational Overview

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[The Community Development Partnership](#) (the CDP) leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. The CDP does this by providing safe, stable affordable places to live through the preservation of existing homes and the creation of new affordable rental opportunities. The CDP also supports and strengthens local small businesses as they start-up and grow through micro-financing, education, and individualized assistance. Finally, the CDP protects the natural environment of this special place by increasing energy efficiency and local renewable energy generation opportunities.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, the CDP values economic diversity and is committed to the inclusion and participation of local area residents, business owners, and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government & foundation grants, contributions from individuals & businesses, and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs, and the CDP is governed by a 16-member Board of Directors comprised of business and community leaders.

### Position Overview

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The Chief Financial Officer (CFO) will join the CDP at a unique and exciting time in the organization's development. The CDP is poised for significant growth in multiple, community-driven ways, including the anticipated doubling of properties under its management, the launch of partnerships focused on *new* affordable rental housing development for the first time in ten years, and the exploration of additional strategic partnerships aimed at driving efficient, collaborative impact across the Lower Cape. The CDP is an established leader on affordable housing on the Lower Cape, and it is now exploring ways to leverage its highly inclusive [Lower Cape Community Housing Partnership](#) model to address more issues that affect the vibrancy of a year-round resident community, such as childcare, economic development, business start-up and regulatory processes. To learn more about the CDP's 2019-2022 Community Investment Plan, please visit [here](#).

The CFO plays a critical role in this mission-driven work by managing CDP's financial and administrative functions including finance, external audit, human resources, IT, risk management and facilities. The CFO is a member of the organization's Senior Management Team and reports directly to the Chief Executive Officer. The CFO supervises three direct reports and is responsible for ensuring that reporting requirements with funders and subsidizing agencies are met in a timely manner. In addition, the CFO participates in new program development with the Chief Executive Officer (CEO), key staff, board members, and program stakeholders.

The CFO will work from the CDP's office located at 3 Main Street Mercantile, Eastham, Massachusetts. There is an opportunity to work remotely up to 2-3 days per week. This is a Full-Time Exempt Position (37.5 hours/week).

## **Specific Responsibilities**

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### **Accounting, Budgeting and Fiscal Oversight**

- Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices (GAAP) and other applicable state and federal regulations.
- Maintain and reconcile the general ledger in accordance with the CDP's cost allocation plan, GAAP, FASB, and the Circular A-133.
- Continue to build out the organization's accounting system (Oracle NetSuite) to include ACH payments, loan amortizations schedules, timekeeping, and reporting as needed.
- Establish and lead the organization's budgeting process, including creating user-friendly templates and a clear process to guide yearly budget development and producing regular reports to inform program budget management.
- Oversee the process for identifying and evaluating opportunities for improved financial operations, recordkeeping, and reporting.
- Manage accounts receivable G/L entries, cash receipts, and bank deposits.
- Ensure the proper maintenance of the chart of accounts.
- Provide oversight for accounts payable G/L entries, check processing and bill payments.
- Lead the external audit process, serving as the primary interface with the independent auditors and ensuring accuracy of financial statements, including Form 990.
- Manage and supervise the financial side of the human resource function, including payroll processing, benefit enrollment, and employee earned time accruals.
- Manage all CDP bank accounts, including opening/closing accounts, overseeing bank reconciliations, and managing the line of credit.

### **Administrative Leadership**

- Oversee office IT, including the organization's contract with Secure Business Networks as well as hardware, software, and email accounts.
- Oversee the maintenance of the CDP's office facilities.
- Manage key personnel tasks, including:
  - Managing employee benefits;
  - Updating/maintaining the organization's employee manual;
  - Hiring and onboarding; and
  - Maintaining payroll and benefit records.
- Serve as the organization's risk management leader by evaluating property and liability insurance needs, procuring appropriate insurance policies, and managing data security.
- Support and oversee the timely submission of monthly, quarterly, and annual program reports.
- Maintain critical organizational files, including grant proposals, grant awards, contracts, and any subsequent reporting.

### **Staff Management and Organizational Leadership**

- Provide supportive, high-quality management and professional development to three direct reports – Senior Accountant, Administrative & Fiscal Manager, and Executive Assistant & Administrative Coordinator.
- Prepare and present comprehensive, clear, and concise financial reports to the Board of Directors on a quarterly basis that provide both fiscal and operational insights.
- Communicate well verbally and in writing, including the communication of financial information to non-financial professionals.
- Develop and maintain supportive, collaborative, and respectful relationships with all staff, displaying a keen interest in the mission-focused work of others.
- Collaborate in program resource development by assisting with grants and reports, including managing the financial reporting and billing on all grants.
- Represent the organization externally, including attending meetings and trainings as deemed necessary by the CEO and the Finance Committee.
- Serve on the organization’s Senior Leadership Team, participating actively in implementing the organizations strategic initiatives.
- Serve as staff liaison to the board’s finance committee, scheduling meetings, preparing meeting agenda and packets.

### **Desired Credentials/Profile of the Ideal Candidate**

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The CFO will be an entrepreneurial professional with ambition, a strong work ethic, and experience in the non-profit sector. An energetic, collaborative, and dependable team player, the CFO will be passionate about the work and enjoy coming up with new ideas and sustaining existing initiatives.

Desired credentials include:

- Bachelor's Degree in Accounting, Finance, Management, or a related field.
- At least 5 years' senior financial leadership experience at an organization of comparable size, scope, and financial complexity.

### **Skills and Experience**

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There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below.

- A passion for the CDP’s mission along with knowledge of affordable housing and community development issues.
- Proven ability to manage a non-profit organization’s finances and administrative function through change, resulting in the realization of new opportunities, greater impact, and/or increased efficiency
- Experience with external auditors, compliance management, and regulatory oversight.
- Thorough knowledge of budgeting and fund accounting policies, practices, processes, procedures, and reporting.

- Understanding of and/or experience with state/federal funding.
- Experience at integrating IT/Systems to improve accounting productivity and accuracy.
- Collaborative, "can-do" mindset and outstanding problem-solving abilities.
- Proven ability to motivate, lead, manage, empower, and grow staff members.
- Exceptional communication (written and oral) and presentation skills.
- Able to both lead and step back, with strong instincts regarding when each is appropriate.
- Intrinsically driven to succeed coupled with a willingness to dive into detailed work when necessary.
- Comfortable flowing between a 30,000 ft strategic viewpoint and a high level of detail-oriented, tactical work.
- Familiarity with property management and the funding mechanisms associated with affordable housing, including but not limited to, community development block grants, low-income housing tax credits, Section 8 project and tenant-based programs.
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing, and accounting software such as Oracle NetSuite, Salesforce, and property management software.

### **Compensation and Benefits**

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The salary range for this position is \$90,000 to \$120,000 annually. The CDP also provides a generous package of benefits including health/dental insurance (the CDP covers 80% of the premiums), vacation, sick time, and retirement benefits (the CDP provides a 3% match immediately upon start).

### **Application Process and Additional Information**

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The CDP is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

**To Apply:** Please submit a cover letter that describes 1) how your qualifications and experience match the mission of the CDP and the requirements of the job; 2) your salary requirements; and 3) if taking this job would require you to move to Cape Cod, why that is a good fit for you at this time.

Applications will be accepted until the position has been filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>. The initial stages of this search are being facilitated by Eos Transition Partners consultants Erin Cox and John Tarvin. All submissions will be acknowledged and are confidential, and any questions should be submitted to Erin at: [ecox@eostransitions.com](mailto:ecox@eostransitions.com).