



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

### **JOB DESCRIPTION: CHIEF FINANCIAL OFFICER**

Reports to: Chief Executive Officer

Classification: Full-time Exempt

Location: Remote

Travel: Some travel required

### **GENERAL DESCRIPTION**

Civic Influencers is seeking a Chief Financial Officer with extensive experience in non-profit finances who will be responsible for managing the financial wellbeing of the organization. The Chief Financial Officer will apply their skills to manage and grow Civic Influencers' operating budget, and leverage their financial expertise to ensure accurate accounting, auditing, bookkeeping, budgeting and reporting. The Chief Financial Officer will work collaboratively with the Executive Team to not only lead the organization's financial strategy but also be a partner in developing Civic Influencers' organizational strategy and vision. Reporting to the Chief Executive Officer, the subsequent tasks and duties will fall within the following buckets across the Finance Department, including:

#### *Financial Planning and Strategy*

- Lead the development of the organization's overall strategy for financial sustainability, supported by scenario planning and forecasting to inform current-year and multi-year budgets and forecasting.
- Develop the process, timeline and tools for the timely creation and approval of the annual budget and project-specific budgets as needed.
- Oversee cash flow planning to ensure availability of funds as needed.

#### *Financial Systems, Accounting, Reporting*

- Review and assess financial systems, technology and banking facilities to ensure efficiency and effectiveness as well as compatibility with other organizational systems.
- Manage all external banking and investment relationships, including processes for obtaining and depositing checks, wire transfers and stock donations.
- Oversee and continuously improve key components of fiscal operations, including but not limited to accounts payable, accounts receivable, credit card expense reporting, month-end close protocols, grants management and reporting.
- Prepare and ensure timeliness, accuracy, and usefulness of financial management reporting for Civic Influencers staff, Finance Committee, Board of Directors, funders, federal/state funders, and other stakeholders.
- Generate financial reports, including actuals-to-date, as needed for Executive Team evaluation.



- Manage the Operations Manager to ensure all facets of fiscal operations are carried out with a high degree of accuracy, efficiency, and in compliance with internal policies and external compliance requirements.
- Coordinate with the Chief of Stakeholder Engagement and Senior Institutional Gifts Advisor for preparation of financial information for proposals that complies with grant and reporting submission deadlines.

#### *Audit, Compliance, and Board/External Communication*

- Ensure legal and regulatory compliance regarding all financial functions and processes ensure compliance with all local, state, and federal laws
- Serve as primary liaison with outside auditors and the Finance and Audit Committee on the Board of Directors.
- Lead the annual audit and tax return planning to ensure timely delivery of the audited financial statements review tax returns prepared by outside accountants prior to filing
- Ensure financial compliance and reporting for all contracts to ensure effective utilization and to maximize revenue
- Monitor and ensure compliance of the financial relationship between c3, c4, and PAC entities, including activity thresholds as well as cost sharing and resource reimbursement between entities

#### *Operations*

- Coordinate with PEO, Insperity, and manage payroll processing.
- Coordinate with PEO, Insperity, to renew health and other benefits on an annual basis.
- Coordinate with the Organizing, Advocacy & Learning team to ensure all Civic Influencers stipends are paid out each term.

#### *Finance Team Development & Oversight*

- Mentor and supervise Finance Department talent and strengthen peer relationships to encourage knowledge sharing and innovation
- Provide training to the broader staff in budgeting, financial management and other related topics.
- Oversee and/or manage special projects as assigned.

#### **Qualifications and Skills**

- Bachelor's degree in Accounting or Finance required; CPA license and/or MBA highly preferred.
- Minimum of 10 years of experience in a financial management position within a non-profit, with experience building, leading, and managing a fiscal staff team.
- Experience with the complexities of the allowable interplay between c3 and c4 entities.
- Experience in a senior financial management role, partnering with executive staff to develop and implement creative and effective financial management strategies.
- Demonstrated, advanced knowledge of generally accepted accounting principles and administrative practices related to the non-profit sector, including sophisticated fund and grant accounting, compliance, and reporting.



# CIVIC INFLUENCERS™

- Thorough knowledge of budget preparation, federal grants and contracts, endowment operations, cash flow projections and financial analysis, federal and local accounting requirements.
- Familiarity with and understanding of CRMs, experience with Salesforce a plus.
- Interest in, and ability to help non-finance staff understand key financial concepts, financial reports, and ability to engage in essential finance-related processes (e.g. budgeting and forecasting).
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

## **Desired Experience**

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs) a plus.
- Fluent in multiple languages is a plus.

## **Other Requirements**

- Must complete data visualization and data gathering training hosted by Tableau, and other training as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

## **COMPENSATION**

### **Salary**

Salary range for this position is \$95,000 - \$125,000. Salary will be commensurate with experience and skills.

### **Benefits**

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays



- 10 days paid vacation
- 12 days paid sick leave

### **HOW TO APPLY**

Start date: Interviews will begin in February 2024 and will continue on a rolling basis until the role is filled. Only applicants who have been selected to move forward in the interview process will be contacted directly.

Email your application to: [hr@civicinfluencers.org](mailto:hr@civicinfluencers.org)

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

*Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.*