

# HARRIS ▪ RAND ▪ LUSK

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## **The Center for New York City Neighborhoods Chief Financial Officer Job Description**

### **Background:**

The Center for New York City Neighborhoods (The Center) was established in 2008 to promote and protect affordable and sustainable homeownership in New York City, focusing on those neighborhoods hardest hit by the foreclosure crisis and Hurricane Sandy. The Center provides grant funding, training and support to 36 housing counseling and legal service providers – known as “Network Partners”- and is the downstate Anchor Partner to the New York Office of the Attorney General (OAG) for grants provided in New York City under the Homeowner Protection Program (HOPP). The Center manages or funds over \$9 million in grants to Network Partners.

The Center also runs a call center that connects homeowners to services through 311 and administers the Mortgage Assistance Program on behalf of NYC Housing and Preservation Development, a \$5mm foreclosure prevention loan program to keep homeowners in sustainable mortgages. The Center recently launched several innovative new programs to assist homeowners affected by Hurricane Sandy, including the Neighborhood Recovery Program, which has provided over \$1.3mm in grant funds directly to homeowners.

As a subcontractor to New York City’s Build it Back housing recovery program, CNYCN provides counseling services through its network of partner agencies to homeowners who need assistance navigating the federally funded repair, rebuild and reimbursement program (funded with HUD Community Development Block Grants for Disaster Recovery (CDBG-DR). The Center has an \$8mm annual budget, a current staff of 32 FTE and is adding a Chief Financial Officer (CFO) position to its leadership team to build the organization’s financial infrastructure and support its growing number of programs and initiatives.

### **The Position:**

The Center for New York City Neighborhoods is seeking a smart, experienced and energetic financial manager to take the role of its CFO. This senior leadership position is expected to serve as a partner to the ED and contribute to planning for the evolving needs, long-term growth and sustainability of the agency. Reporting to the ED, the CFO will be a critical member the Senior Management team and will be responsible for all financial activities for the Center, including financial management and reporting, budgeting, cash management, general accounting, billing, financial strategic planning and grants management, as well as some administrative services. He or she will provide counsel and support to the ED and the Board of Directors, including clearly presenting the organization’s financial position to the Finance and Audit Committees, on all financial and administrative matters, as well as work on other strategic initiatives.

A primary responsibility of the CFO will be the management and supervision of the Center's external financial and accounting firm, which provides back-office fiscal management, accounts payable and accounting services. The CFO will also manage the Center's own administrative staff and will supervise the transfer of information between the Center and its external firm. The ideal candidate will bring an understanding of accounting and experience managing the finances of a complex organization with multiple entities, programs and funding sources, both government and private. He or she will have strong interpersonal skills, excellent written and oral communication skills, a hands-on management style, and an appetite for collaborative problem-solving in a fast-paced work environment.

*Specific Responsibilities:*

- Manage the Center's overall budget and finances including the development and management of the organization's annual budget;
- Supervise the organization's financial management systems, budgeting and administrative processes, including establishment of sound fiscal policies, procedures, and control systems and ensuring compliance with accounting, legal and regulatory standards;
- Manage and supervise all work conducted by the Center's third party financial and accounting firm, including accounts payable, tracking expenses against budget across programs and departments, developing budgets for new programs and providing timely reports for funders, and other tasks;
- Manage the accounts receivable and cash management systems, including evaluating the need for obtaining credit and establishing reserves;
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist the ED, Board of Directors, and Sr. Management Team in performing their responsibilities;
- Clearly present and report financial results to the Board of Directors on a quarterly basis, as well as frequently communicate with the Board's Finance, Audit and Executive Committees on a full range of financial transactions and considerations;
- Oversee and manage grants and contracts management systems, including cost allocation plans for diverse sources of foundation, corporate, local, state and federal grant funds (including CDBG-DR and HUD Section 4 funds); integrating organization's annual budget and restricted funding; and monitoring the budget modification, financial reporting, revenue vouchering and collection processes;
- Provide risk management for the Center's affiliated consumer loan and grant programs, including ensuring adequate capital reserves and asset management;
- Partner with development staff in aligning grant seeking and reporting activity with the Center's financial planning and projections;
- Manage the Center's third-party fiscal management and accounting vendor;
- Ensure the timely submission of financial reports including audited financial reports, tax returns and other financial reports required by the Center's various stakeholders and partners;
- Supervise the Center's administrative staff working on fiscal activities, including accounts payable and receivable.

*Qualifications:*

- Master's degree (MA/MBA) in Business, Management, or Finance.
- At least eight to ten years of professional experience managing the finance and administration of a high-growth \$10 million to \$20 million organization.
- Experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.
- Demonstrated experience in financial management and accounting.
- Strong leadership and managerial skills.
- Strong communication and presentation skills, with the ability to convey information to the Board and external stakeholders clearly and concisely.
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- Experience managing community development financing in a credit union or CDFI environment.
- Experience should include legal, audit, compliance, budget, and resource development.
- Proven effectiveness managing professionals in finance and accounting.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems. Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Flexible and a self-starter; able to multi-task while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to the Center's mission of supporting LMI homeowners.

For more information about the Center for New York City Neighborhoods, please visit their website at [www.cnycn.org](http://www.cnycn.org)

The Center for New York City Neighborhoods is an Equal Opportunity Employer with a commitment to a diverse workforce. Salary will be commensurate with experience.

**To Apply:**

The Center for New York City Neighborhoods has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

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Anne McCarthy, Senior Director  
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