

Hildebrand

Family Self-Help Center, Inc.

Seeks Chief Financial Officer

Organizational Overview

Since 1988, [Hildebrand Family Self-Help Center “Hildebrand”](#) has transitioned families out of homelessness to safe, affordable, permanent housing while working to disrupt systems that lead to poverty and homelessness. Hildebrand envisions a community in which **every family has a home**. Initially founded to shelter homeless families in the Cambridge, the organization grew to serve those living throughout the greater Boston community. Hildebrand believes having a home is fundamental to one’s dignity, health, wellness, security, and contributes to a thriving community.

Hildebrand is an organization that has grown significantly over the past 10 years (i.e., in assets, budget, staff, and programs), and there are even more ambitious plans for its future. The organization recently completed an exciting strategic planning process that resulted in a refined mission that brought into focus the need for bold and innovative approaches to ending family homelessness that will transform Hildebrand by 2030. The organization seeks to increase its impact on the systems that lead to poverty and family homelessness; and have a more significant impact on economic self-sufficiency and ensure the organization’s long-term sustainability. Hildebrand’s strategic directions are to: I) Develop or Acquire Real Estate for More Affordable Housing; II) Bring About Systems Change to Disrupt the Cycles of Homelessness; 3) Build the Capacity of the Organization Needed to Grow the Organization; and IV) Ensure Access to Resources for Clients.

Hildebrand values creativity, initiative, communication, diversity, and equity. It’s approach to working with families is to partner with them in order to build a relationship that is set on a foundation of clear expectations, mutual respect, and accountability. Hildebrand approaches each family’s individual situation as unique and understands that every family has strengths upon which to build a brighter future. Throughout the period of services, families set and measure personal goals that help build skills that lead to increased self-sufficiency and permanent housing. Hildebrand recognizes that this is hard work that requires sustained commitment and focus.

Hildebrand currently operates on a \$9.1M budget, with a staff of 60 employees and has a 9-member Board of Directors. It is one of Greater Boston’s largest providers of emergency shelter for families experiencing homelessness. The organization shelters over 200 families each year in 140 leased units of various types including scattered site apartments, co-shelter, and congregate living programs throughout Cambridge, Chelsea, Dorchester, East Boston, Hyde Park, Mattapan, and Roxbury. Hildebrand also owns and operates four complexes that contain 22 units of permanent affordable housing located in Cambridge and Dorchester. More information about Hildebrand’s programs and services can be found [here](#).

Position Overview

Reporting directly to the CEO and as a key member of the Senior Leadership Team that currently includes the CEO, Chief Operations Officer, Chief Development Officer, and Chief Program Officer, the Chief Financial Officer (CFO) is responsible for providing the organization’s fiscal leadership. The CFO works collaboratively with the CEO and the Senior Leadership Team to optimize and allocate resources effectively and efficiently, as well as to establish policies, procedures, systems, and controls to accurately track and report financial results internally for informed decision making and externally for compliance purposes.

Collectively with a senior accountant as a direct report, the CFO manages all financial functions including accounting, payroll, financial operations, budgeting, banking, reporting, compliance, insurance, and risk management as well as supports grant applications, management, and reporting.

Specific Responsibilities

Strategic Leadership

- Serve as a trusted thought partner to the CEO and the Board of Directors to position Hildebrand for growth and fiscal stability and to ensure decision making is well-informed by fiscal considerations.
- Develop and maintain supportive, collaborative, and respectful relationships with peers on the Senior Leadership Team, displaying a keen interest in their mission-focused work and a thoughtful and informed understanding of how finance works in conjunction with and in support of other departments.
- Attend board meetings and finance-related committee meetings to present fiscal and operational insights.
- Participate actively in any strategic planning activities.

Accounting 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 appropriate financial procedures and internal controls for cash, banking activities, and investments to ensure adequate and to safeguard cash.
- Develop and maintain a comprehensive cost allocation plan and recordkeeping system, ensuring compliance with state and federal grant regulations, generally accepted accounting practices, and contractual requirements.
- Ensure all assets are maintained and accounted for, including an inventory of all fixed assets.
- Lead the external audit process, serving as the primary interface with the independent auditors and ensuring accuracy of the audited financials, Uniform Financial Report, and Form 990.
- Manage and supervise the financial side of the human resource function, including payroll processing, benefit enrollment, and employee earned time accruals.
- Ensure purchasing is completed in accordance with applicable regulations and competitive bidding process, when required.

Budgeting and Financial Reporting

- Establish and lead Hildebrand's budget planning process and collaborate with the Senior Leadership Team and other staff to develop annual income and expense budgets.
- Provide creative, yet realistic, scenario planning and financial analysis, all with the goal of ensuring resources are optimally used and that anticipated growth can be supported.
- Provide comprehensive monthly reporting of financial results against budget and provide, for consideration by management, recommendations for actions necessary to maintain Hildebrand's fiscal health.
- Support donor/grant solicitation and reporting, by providing budget estimates and monitor contributed funds to assure that all donor restrictions are met.

Staff Management

- Manage, review, and mentor the senior accountant, providing suitable professional development.
- Ensure Hildebrand staff with fiscal responsibilities are trained in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting, as needed or requested.

- Ensure that the finance team acts with a customer service attitude toward all employees.

Other Responsibilities

- Represent the organization to external stakeholders such as banks, insurance companies, benefit companies, and software providers.
- Procure adequate insurance coverage, including workers' compensation, property, and liability coverage.
- Maintain vendor relationships and contracting with all outside vendors.

Profile of the Ideal Candidate

Desired Credentials:

- A minimum of five (5) years of progressive senior experience managing fiscal operations.
- BA/BS in accounting, business, management, finance, or related field at a minimum.
- Additional accounting certifications or advanced degree would be advantageous.
- Non-profit experience, ideally with a social service or similarly situated nonprofit.

Skills, Experience, Characteristics:

- Thoughtful, collaborative, and experienced senior leader and fiscal manager at a mission-driven nonprofit of similar size and reach with a willingness to work collaboratively as a member of a senior leadership team within an organization that prides itself on its diversity.
- Deep understanding and experience managing the accounting function and controls required for public funds allocated through state, city and federal grants and contracts.
- Able to be detail-oriented and exacting while also shifting focus to bigger strategic issues and concerns.
- Thorough knowledge of budgeting, analysis, and financial reporting.
- Inspired by Hildebrand's mission and its unwavering commitment to diversity, equity, and inclusion.
- Strong communication skills with the ability to present financial information to audiences with varying financial knowledge.
- Personnel management experience to recruit, lead, evaluate, and professionally develop the accounting staff.
- A flexible team player who is willing to support others.
- Entrepreneurial, can-do spirit, and willingness to support the organization's long-term goal to pursue a revenue generating enterprise.
- Proficiency in accounting software such as Intact, Sage, bill.com, ADP, etc. as well as MS Office products, particularly Excel.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a starting salary range of \$140,000 to \$160,000, commensurate with experience and qualifications. Hildebrand also offers a comprehensive benefits package that includes health insurance, life insurance, a 403b plan with a generous match, a Health Spending Account, parking, and very generous paid time off.

Additional Information and Application Process

Hildebrand's culture is one in which staff, clients, collaborators, and supporters embrace its mission and vision. Hildebrand is an Equal Employment Opportunity organization which encourages applications from candidates from diverse backgrounds and cultures. Candidates of color and/or candidates who know and/or represent the communities Hildebrand serves are strongly encouraged to apply.

Candidate must include a resume and a cover letter that describes how your qualifications and experience match the needs and mission of the Hildebrand. Applications will be accepted until the position has been filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>. This executive search is being conducted by Eos Transition Partners consultant John Tarvin. All submissions will be acknowledged and are confidential, and any questions must be submitted to John at: jtarkin@eostransitions.com.