



CHIEF FINANCIAL AND OPERATING OFFICER JOB DESCRIPTION

Position/Title: Chief Financial and Operating Officer

Position Type: Full-time, Exempt

Reports To: President and CEO

Growing Home is dedicated to creating a thriving and equitable north metro Denver one family at a time. Our participant-centered approach to strengthening families, nurturing children and connecting community fills a critical gap for families and children who are experiencing immediate and long-term barriers to stability and success. Through evidenced-based programs, we improve outcomes for children, their parents and their community. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

Mission: To guide children and their families on the path to a brighter future

Vision: We envision our community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams.

Core Values: Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism and Inclusiveness

Description or Purpose of the Assignment:

The Chief Financial and Operating Officer is a member of Growing Home's Leadership Team and will be responsible for all fiscal, operations, and human resource functions of the organization. This is an outstanding opportunity for a finance or operations professional with a proven track record of creative problem-solving, improving systems and processes, change management, and maintaining a positive, values-based workplace culture.

Responsibilities include, but are not limited to:

Strategic Leadership

- Actively participate in Growing Home's Leadership and Management Teams, contributing to the development of the organization's strategic goals as well as the overall management of the organization and its workplace culture
- Lead organizational strategic priorities and goals related to financial and operational excellence
- Supervise staff using organization's servant leadership philosophy
- Ensure alignment and collaboration among operations staff/initiatives and other staff/parts of the organization

Fiscal Management and Leadership

- Develop and implement best practice fiscal policies, internal controls, accounting standards, and procedures
- Advise President/CEO, Board of Directors, Finance Committee, and Leadership Team on fiscal management, cash flow, investment priorities, and fiscal policy matters, presenting critical financial matters as needed

- Plan, coordinate, and lead the annual budgeting process, collaborating with Leadership and Management Team members
- Oversee accounts payable, accounts receivable/invoicing, payroll, purchasing, monthly financial reporting, quarterly projections, and annual audit and 990 filing
- Serve as staff liaison to Finance Committee
- Conduct financial analysis as needed to assist in decision-making
- Ensure monthly reconciliation with Development department

General Operations and Administration

- Manage Growing Home's facilities, ensuring quality spaces and equipment that support mission and ensure an effective workplace
- Develop and implement policies and procedures utilizing a participant-centered approach
- Oversee organization's information technology systems and processes, ensuring meeting organization's needs
- Oversee all governmental filings and compliance related to licensing and not for profit 501(c)(3) status
- Evaluate, purchase and oversee organization's insurance policies
- Review contracts, assessing risk and alerting appropriate staff to compliance issues
- Represent the organization externally, as necessary, particularly in banking, insurance, benefits, and facilities-related matters
- Oversee management of organization's affordable housing real estate property to ensure sound fiscal and physical practices and property maintenance, working with contract property manager to ensure compliance to all federal and local housing laws and HUD regulations and ensure timely completion and delivery of all necessary reports
- Maintain continuous lines of communication with Leadership Team, keeping the President/CEO informed of all critical operational issues

Human Resources

- Oversee development and implementation of best practice human resource policies and procedures in alignment with Growing Home's mission, vision, and core values
- Lead organizational efforts to ensure a culture of excellence in alignment with Growing Home's mission, vision, and core values
- Oversee staff wellness initiatives

Qualifications Needed:

- Proven track record in nonprofit financial and operational management, ideally with both external audit and in-house financial management experience for an organizational budget over \$2 million
- Must be familiar with nonprofit finance and accounting regulations as well as human resource regulations and best practices
- Supervisory and management experience required
- Bachelor's degree in management, business, accounting, finance, public administration or related field preferred; Master's degree strongly preferred
- Bilingual in English and Spanish preferred
- Passion for anti-poverty and social justice work

Key Characteristics:

- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills
- Entrepreneurial team player with demonstrated ability to balance multiple projects and priorities

- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Energetic, flexible, collaborative, and proactive; a leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, board of directors, and staff

Salary and Benefits:

- \$80,000 - \$90,000 depending on experience
- Health and life insurance
- Employee wellness program
- Paid vacation, sick days and holidays
- Optional 403(b) plan with 5% match after 1 year
- Positive, friendly workplace
- Growing organization; ongoing opportunities for professional growth and development

To Apply:

Please send resume and cover letter to careers@growinghome.org with Chief Financial and Operating Officer in the subject line.

Growing Home is committed to an inclusive workplace. We are an equal opportunity employer.