



## **JOB OPPORTUNITY**

**Chief Financial Officer /  
Vice President, Finance and Administration  
Posting #2017-06  
Posting date: February 2, 2017  
Closing date: Open until filled**

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<b>JOB TITLE:</b>	Chief Financial Officer/VP, Finance and Administration Full time, 40 hours/week, exempt position
<b>DEPARTMENT:</b>	Finance and Administration
<b>LOCATION:</b>	Eugene, Oregon
<b>SALARY:</b>	Dependent on Experience

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### **ORGANIZATION SUMMARY:**

Holt International Children's Services develops and maintains programs overseas that annually serves 100,000 orphaned, abandoned and vulnerable children in 13 countries. Holt International addresses the root causes of child homelessness by working directly with children and families around the world, focusing on developing and delivering programs based on three pillars of service: family strengthening, world-class orphan care and adoption services.

### **HOLT'S MISSION STATEMENT:**

Holt International is a Christian organization committed to expressing God's compassion for children. While always upholding the highest ethical standards, we:

- Find and support permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family
- Provide services to ensure that children will grow and develop to their fullest potential
- Lead the global community in advocating on behalf of the world's most vulnerable children

### **HOLT'S CORE VALUES -AT HOLT, WE:**

- Are passionate and committed to our mission
- Conduct our work in an ethical manner
- Provide the highest quality services
- Respect the dignity of all children, families and adults we serve
- Value and respect diversity
- Serve with prudent stewardship
- Value and promote a positive team spirit

**EUGENE, OREGON** is located in the lush Willamette Valley, and is well-known for outdoor pursuits like running, cycling, rafting, and fishing, as well as the arts, music, crafts, brewing, wine-making, and community-supported agriculture. Eugene is approximately 110 miles south of Portland, the state's major metropolitan area, and is less than two hours from the Pacific Ocean to the west and the Cascade Mountains to the east. The Eugene/Springfield metropolitan area (population 215,000 and growing) is in a region noted for its dynamic quality of life and progressive cultural environment. For more information visit: <http://www.eugencascadescoast.org/>

**DEPARTMENT SUMMARY:**

Holt's Finance and Administration Department is dedicated to providing timely, relevant and accurate administrative, financial, human resource and technology services to Holt staff, families and constituents; ensuring a high level of integrity, effectiveness and efficiency for Holt's work.

**POSITION SUMMARY:**

Reporting to the Chief Executive Officer ("CEO"), the Chief Financial Officer ("CFO") / Vice President, Finance and Administration will have overall strategic and operational responsibility for all fiscal, administrative, legal, human resources and information technology functions within the organization.

This position will provide direction and supervision for the full scope of Holt International's domestic and international operations; ensuring the correct talent and skills are strategically in place so that Holt International may continue to achieve its stated outcomes.

The role of the CFO shall function in collaboration with the CEO, the Senior Executive Team, and the Leadership Team of the organization. This position will serve Holt International through the implementation of the Mission, Vision, Values and Goals of the organization. The CFO as a member of the Senior Executive Team and Leadership Team, shall serve in an advisory capacity to the CEO and respective teams in matters relating to all stated areas of responsibility, other divisions and departments, related corporations, regulatory agencies and ancillary entities; and is responsible for the development and implementation of Holt International's operational policies and processes, as subject to approval by the CEO, and subsequently the Board of Directors.

As an integral member of the Senior Executive Team, the CFO shall additionally be responsible for executing strategy, and driving a highly collegial, collaborative, mission-driven environment guided by intelligent business metrics and accountability.

As a senior leader, the CFO is responsible for creating and executing overall vision to evaluate, improve, expand and perpetuate all stated areas of oversight. It is understood that all functions within the organization, regardless of their nature are necessarily driven by a mandate to strengthen and preserve families who are at risk of separation; provide critical care and support to orphaned and vulnerable children; and by leading the global community in finding families for children who need them and providing the pre- and post-adoption support and resources they need to thrive.

***Key Challenges and Opportunities***

- The antecedent task for the CFO will be to ensure Holt International is running efficiently and effectively. This will involve assessing each administrative function, including those outsourced, to determine the most effective and productive fiscal and operational models moving forward, as well as best practices. Additionally, the CFO will evaluate appropriate organizational financial systems, metric evaluation systems, human resources information systems, and current existing capacity for the implementation of an Enterprise Resource Planning ("ERP") platform. Furthermore the CFO will be responsible to engage a minimalist, but formal legal audit to vet any unidentified liabilities of a magnitude eliciting concern.

- The CFO, as the primary driver for talent acquisition and employee development, will be responsible for a progressive process of evaluating the strength of all current operational (non-programmatic) teams, and identifying areas of strength and weakness at the staff level. The CFO shall be responsible to report to, and collaborate with the CEO on all such evaluations to evaluate ancillary considerations and subsequent actions as necessary.
- The CFO will be responsible to build relationships with all international and domestic leadership at the senior manager, director and vice president level within the organization, and to instill confidence through clarity of communication and dedication to the mission and values of Holt International. Within this context, the CFO will, under the direction of the CEO, evaluate the effectiveness of current global inter-organizational communication strategies and systems, making recommendations as appropriate.
- The CFO will be responsible, at the outset of his or her employment period, to initiate an evaluation of Holt International's current funding streams and perform analysis accordingly. This evaluation should include all revenue engines currently functioning within the organization. Additionally, the CFO will be responsible, (in addition to an analysis of existing systems), to recommend the adoption and implementation of new and innovative models for increased revenue. Of note, this will include the development of a robust Corporate Alliance model; a strategy for engaging additional public funding both domestically and at the field level; and to further develop any existing grant-acquisition infrastructure. These initiatives will be engaged with the approval of, and in collaboration with the CEO, and any respective Board members as the CEO deems necessary.
- A specific duty of the CFO at the outset of his or her employment period, within the function of regulatory agency interaction, shall be to engage Charity Navigator (CN) and all other reporting agencies for timely evaluative meetings, either in person at their offices, or remotely when appropriate. The deliverable for this function will be to maximize Holt International's public interface, specifically driving the current CN two-star rating to four stars.
- The CFO shall be responsible for a progressive evaluation of potential acquisitions as an ongoing function throughout his or her tenure, both domestically and internationally. This process will include a research phase with attention to 1) missional context; 2) personnel considerations; 3) existing equity and 4) potential liabilities (both fiscal and non-fiscal), existing in all potential acquisitions. Findings shall be reported to the CEO for consideration and potential board-level evaluation.

### ***Functional Oversight Summary***

- Global Operations
  - Human Resources (HRIS; employment cycle functions; payroll; org compliance; benefits; employee engagement for variant issues)
  - Information Technology (HQ, domestic and international management of electronic communication, knowledge management databases, and relevant equipment)
  - Legal (Liability assessment; legal audit and compliance; and situational guidance)
  - Real Property (Financial reporting and inventory maintenance; registration compliance)
  - Insurance (Periodic RFP process for coverage review and general oversight)
  - Regulatory (Interface with all regulatory agencies)

- Policy and Procedure (Development and refinement of new and existing organizational policies at all levels)
- Complies with federal, state, and local legal requirements by staying current on legal requirements affecting Holt; enforcing compliance to requirements; filing tax returns and other financial reports; and advising the President and CEO on needed actions.
- Assures that Holt is adequately protected against property, professional and other associated liability risks by managing liability and property risk programs using insurance, policies and other risk management tools to obtain an acceptable level of risk at an acceptable cost.
- Ensures safety of Holt's employee benefit programs by providing oversight of pension, employee group insurance plans and other employee benefit programs. Works with the Director of Human Resources to evaluate and implement employee benefit plans.
- Finance
  - Corporate Finance (General Ledger; Chart of Accounts; general functions)
  - Audit Processes (Annual cycle; auditor interface; general, OMB and retirement plan audits)
  - Field/Program Finance (Country-policy compliance; monthly rollup process; internal audit processes; field audit visits)
  - Budgeting and Reporting (Annual cycle, organizational communication; CEO report cache production; Board report cache production; Organizational Scorecard)
  - Grants Management (Fund balance reviews)
  - Database Management (Donor database management – separate from Marketing for clinical process and accurate reporting)
  - Demonstrates leadership within the Finance and Administration Department by setting and meeting goals, objectives, and budgets for the department which are challenging, and consistent with providing quality service.
  - Guides financial decisions by establishing, monitoring, and enforcing financial policies and procedures.
  - Protects Holt assets by establishing, monitoring, and enforcing internal accounting and financial controls
  - Maximizes return and limits risk on cash holdings by working with Financial Manager to make sound investments of cash reserves, endowments, and other holdings within Board approved investment guidelines.

***Qualifications and requirements:***

The CFO is a strategic and well-organized professional who brings strong operational experience to Holt International. The CFO possesses keen organizational, planning and facilitation skills; a strong commitment to accountability; the ability to identify underlying systems that drive performance; and management experience in a complex non-profit setting. The CFO must have outstanding communication and interpersonal skills, supplemented with a collegial style that will engender trust and facilitate collaboration. The CFO must be able to function as a thought leader and strategist in conjunction with the CEO and Senior Executive Team. The CFO must be able to identify possibilities and options and their implications and to anticipate issues that will require attention.

The following criteria are essential:

- Understanding of and support for the mission and values of Holt International and a long-term commitment to helping the organization carry out its mission.

- An understanding of the international dynamics of cultural variance within a global organization and the ability to develop rapport with leaders and staff from a variety of cultural and religious backgrounds.
- Outstanding operational expertise; a strong financial and business background; good technical understanding of issues involving human resources, the maintenance of property and facilities; budget, financial and operational systems; and information technology; acumen in conceiving, planning and implementing new revenue streams and funding models.
- Strong supervisory experience, the ability to manage effectively in a diverse environment, and demonstrated experience mentoring, motivating, and supporting long-term employees. The CFO should possess the ability to develop a performance driven culture within his or her units, while maintaining a high level of workplace satisfaction.
- Demonstrated leadership skills and the ability to think conceptually and strategically.
- An appreciation for effective process and the capacity to work in a highly collaborative consensus-driven environment that requires a combination of tenacity and great patience.
- Strong project management skills, both in planning and implementation.
- A demonstrated commitment to building and strengthening collaborative relationships and working effectively as a member of a team.

***Additional Professional Requirements:***

- A Bachelor's degree in Business Administration, Finance or related field is required. A Master's Degree in Business Administration or related discipline is preferred. CPA preferred.
- A minimum of ten years of experience in an executive management position with a strong operations background and supervisory responsibility. Previous experience in personnel and budget management, as well as marketing and development, is required.
- Experience with an organization that has undergone positive transition and ability to work with evolving systems and structures, as well as the flexibility to adapt to changing environments.
- Demonstrated ability to articulate a clear vision of Holt International and to provide leadership to accomplish short and long-term goals; demonstrated knowledge and experience of management and leadership together with proficiency for conceptual thinking and problem-solving.
- Strong financial, technical and administrative skills that will facilitate not only the fulfillment of the organization's missional mandate, but also the ability to work with other key functional leaders. These skills include but are not limited to understanding risk management; knowledge of benchmarking; the ability to deal with a wide range of financial and operational issues; reasonable experience with and working knowledge of financial systems and information technology; experience in contract negotiations; general understanding of health care and housing needs of an aging population.
- Evident listening skills, coupled with a willingness to enter into thoughtful dialogue; the ability to work with community members and various constituents, including the civic community, vendors, consultants, co-workers and colleagues from other stakeholders in Holt International's purview..
- Superb interpersonal and relational skills; an open and transparent communication style with excellent oral, written and presentation skills, the ability to analyze and explain complex choices, and a commitment to clear communication.
- Experience as a team leader with demonstrated ability to effectively coach multidisciplinary teams; the ability to work as a member of a team, and to utilize the skills, strengths, and expertise of others without the need to take center stage; a commitment to pursuing excellence with humility and an ego that is restrained; a commitment to delegation and employee empowerment.

- A collaborative and consultative leadership style that instills confidence, is comfortable managing in a matrix environment through influence rather than hierarchical authority, and is capable of providing effective guidance.
- Demonstrated initiative and the ability to work independently. Must be creative, entrepreneurial, yet practical; focused on organizational soundness and efficiency with the drive to build a high performance organization. A strong work ethic and willingness to roll up his or her sleeves and lead by example. Ability to create the capacity for change through appropriate problem-solving, innovation, role and relationship influence. A good sense of humor would be a valued asset.
- The CFO must be willing and able to travel regularly to attend meetings, industry and sector-relevant gatherings, operating location visitation, high-level and corporate donors, while still managing the normal business of the organization remotely when necessary.

**REPORTS DIRECTLY TO:** Chief Executive Officer and President (“CEO”)

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#### **APPLICATION PROCEDURE:**

To ensure consideration, please submit the following application materials:

1. Job Application <http://www.holtinternational.org/employment/jobapplication.shtml>
2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to [www.holtinternational.org/employment/](http://www.holtinternational.org/employment/) to locate the job application and the instructions on how to submit the application materials for this job posting.

#### **SELECTION PROCESS:**

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor vehicle record check, and child abuse clearance check. A credit check may be done if applicable for the position. The candidate(s) must pass the background check process in order to continue in the hiring process.

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[www.holtinternational.org](http://www.holtinternational.org)