

Chief Financial Officer / Vice President, Finance and Administration

Position Description

Scion Executive Search (www.scionexecutivesearch.com) has been retained to conduct a search for a *Chief Financial Officer / Vice President, Finance and Administration (CFO)* for our client, Holt International; an incredible social service organization which helps vulnerable children and strengthens families in thirteen countries.

This is a wonderful opportunity for an experienced strategic Chief Financial Officers with proven financial/administrative leadership, planning and execution experience interested in helping further expanding a successful growing international nonprofit!

This full time, permanent onsite senior leadership opportunity is for immediate hire and is based on site in the organization headquarter offices in Eugene, Oregon. For more information on Holt International, please visit www.holtinternational.org.

Position Summary:

Reporting directly to the Chief Executive Officer (CEO), the Chief Financial Officer / Vice President, Finance and Administration (CFO) will oversee strategic and operational responsibility for the international organization's fiscal, administrative, legal, human resources, and information technology functions within the organization.

As an integral member of the Senior Executive Team, the CFO shall be responsible for executing strategy, and driving a highly collegial, collaborative, mission-driven environment guided by intelligent business metrics and accountability. This position will provide direction and supervision for the full scope of Holt International's domestic and international operations; ensuring the correct structures, talent and programs are strategically in place so that Holt International may continue to achieve its stated outcomes.

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 while also providing ongoing support to the heads of Human Resources, Information Technology, and Finance Administration. As a member of the Senior Executive and Leadership teams, the CFO 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. The CFO leads 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.

This position will serve Holt International through the implementation of the Mission, Vision, Values and Goals of the organization. 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.

About Holt International:

Holt International finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. Holt's child centered model of care provides services for vulnerable children to ensure they will grow and develop to their fullest potential. As an established, impactful international children's services and child welfare

organization, Holt International is well known for its incredible work and program impact. Moved by faith and a firm belief that all children deserve permanent, loving homes, Harry and Bertha Holt began their lifelong mission in 1955. Overcoming legal and cultural barriers, they sought families for children orphaned by the Korean War. Today, Holt International strives to uphold the vision of its founders: to find loving homes for children regardless of race, religion, ethnicity or gender.

Established overseas for more than six decades, Holt International is the model for international adoption and child welfare. World leaders seek the organization's expertise and child welfare organizations embrace their partnership.

About The Eugene Area:

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.

Essential Functions:

Finance

- Strategic financial oversight and leadership.
- 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 (Blackbaud 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.

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.

Key Qualifications:

- 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 is ideal.
- A passion and interest in growing the mission and work of Holt International; programs helping vulnerable children and strengthening families.
- Ten or more (10+) 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.
- In addition to existing knowledge of Human Resources, Information Technology, and Finance Administration, this role requires a keen ability to address the needs of each department. More specifically, in addition to engaging department heads, this role will also assist in obtaining proper resources for each department.
- Experience with an organization that has undergone growth and positive transition as well as an ability to work with evolving systems and structures; an appreciation for the need to remain flexible and accommodate 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.
- 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.
- 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.
- Willing and able to travel 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.
- 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, while maintaining a high level of workplace satisfaction.
- Demonstrated leadership skills and the ability to consistently 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 planning and implementation skills.
- A demonstrated commitment to building and strengthening collaborative relationships and working effectively as a member of a cohesive team.

Compensation and Benefits:

This impactful leadership role offers the opportunity to work with devoted, mission driven professionals in a rewarding working environment located in a superb city that boasts relatively low cost of living. This rewarding role also includes an exceptional benefit package including medical & dental, Paid Time Off (PTO) for vacation and sick time (17 days of PTO/year, with scheduled PTO increases over time), extended illness benefits (8 days/year) paid holidays (10/year), 403b plan, pension (7% employer contribution after 2 years), FSA, life insurance, long-term disability, a starting base salary of \$110,000 - \$145,000 commensurate with experience, and a job, team and mission you will love! A modest relocation package is also possible for the selected finalist.

How to Apply:

For immediate consideration please email your resume and a cover letter describing your professional background, qualifications and salary requirements to edparse@scionstaffing.com using the subject title '*Holt International CFO*'.

About Our Firm:

Scion Executive Search, a division of Scion Staffing, Inc., is a retained executive search firm connecting executive nonprofit leadership to nonprofit organizations and foundations across the country. Cultivated in the nonprofit sector, we provide expert search strategies and leadership for your organization. Our executive candidates are true agents for change, and we are experts at matching their talents, motivations, and passions to your organization's mission. Scion Executive Search has led hundreds of successful executive searches. Information about our firm and successes can be found online at www.nonprofitexecutivesearchfirm.com.

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