



Position Title: Chief Financial Officer
Date Completed: October 2024
Employment Status: Full Time, Salaried, Exempt
Location: Columbus, Ohio

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit affordable housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties in Central Ohio.

Mission Statement: Seeking to put God’s love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Vision Statement: A world where everyone has a decent place to live.

Habitat MidOhio’s North Star: *We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.*

Habitat MidOhio operates under the following **Core Values**. These values are the organization’s guiding principles for how we behave with each other and those we serve and work with.

Inclusive Teamwork

The success of our Affiliate depends on everyone prioritizing doing their job then also helping other people and teams. We take responsibility to go above and beyond to do the right thing and be collaborative and inclusive partners with each other, our families, volunteers, community partners, donors, and customers.

Ownership-Based Accountability

We strive for excellence by prioritizing the “highest and best” use of our time; holding ourselves accountable first and then respectfully holding our peers, teams, and Affiliate accountable. We demonstrate ownership of our behaviors, actions, and decisions. We exhibit vulnerability by admitting mistakes, shortcomings, and making things right.

Trust-Based Stewardship

In a continual journey to cultivate trust, we take responsibility to effectively plan for, manage, and deploy our resources including energy, time, money, relationships, and assets.

Transparent Communication

We commit to active listening with the intent to understand and demonstrate the courage to speak our truth with integrity and respect. We commit to transparency; sharing organizational strategy, priorities, performance, and financial position with all team members responsibly. We encourage communication in all directions – up, down, across, and encourage all team members to serve as ambassadors to our families, volunteers, community partners, donors, and customers.

Service to Others

As a service organization, we commit to impacting the lives of families, team members and volunteers through a service heart and mindset. We demonstrate humility; recognizing that we are serving a purpose greater than ourselves. We strive to balance people and relationships with tasks and projects. We take responsibility to show compassion, care, and empathy while guiding and assisting each other, our families, volunteers, community partners, donors, and customers.

About the Role

The Chief Financial Officer (CFO) reports directly to the President and CEO and serves as a key member of the Habitat Executive Leadership Team (ELT), providing strategic leadership for the organization's financial, accounting, and investment activities. The CFO oversees a team of finance professionals and is responsible for cash and investment management, budgeting, financial reporting and forecasting, audits, and accounting systems and processes. The CFO also manages the HR department and the Director of People and Culture. The role of this dynamic and highly collaborative leader is critical to the organization's ability to meet its strategic goals and priorities.

Each employee at Habitat MidOhio helps extend the agency's mission in particular ways, as outlined in the position description. The essential functions of the position include but are not limited to the following:

Day to day:

Leadership and Management

- The Executive Leadership Team (ELT) is the CFO's first team. The CFO will relentlessly collaborate and partner with their ELT colleagues to ensure that the organization's collective goals and objectives are achieved.
- Foster a collaborative and results-oriented culture within the Executive Leadership, Senior Leadership, and Finance teams that embraces teamwork, transparency, seamless communication, continuous improvement, and mentorship.
- Through proactive and adaptable leadership, continuously evaluate progress toward established goals, shifting and evolving as needed to be successful
- Be responsible for hiring, onboarding, coaching, performance management, and talent development of direct reports, and support these leaders in doing the same for those who report to them.
- Promote ongoing learning and development across the finance department by identifying areas for growth and collaborating with the Director of People and Culture to develop appropriate learning and development strategies.

- Through active listening and clear, respectful communication, demonstrate a commitment to working collectively to achieve results together.

Financial Management

- Develop and monitor the implementation of long-range financial plans in conjunction with the President & CEO and the Finance Committee, including setting targets for organizational growth
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems
- Prepare and present financial reports to the President and CEO and Board of Directors, providing analysis and recommendations as needed
- Ensure compliance with all financial reporting and regulatory requirements, including tax filings, audits, and other reporting requirements
- Manage relationships with external partners, including banks, auditors, and other financial service providers
- Evaluate third-party vendors that provide finance related support on a regular interval.
- Oversee and steward agency-endowment relationships, including cultivating new relationships
- Handle risk-management for the organization, working with insurance agents to ensure proper liability coverage (D&O, cybersecurity, key person, etc.)
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Budgeting and Forecasting

- Develop and oversee the annual budgeting process, working closely with program managers and other stakeholders to develop realistic and achievable budgets
- Monitor actual performance against budget and provide regular updates and analysis to the President and CEO and Board of Directors
- Develop and maintain internal fiscal management policies and procedures, performance measures, and dashboards
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making

Strategic Planning and Leadership

- Work closely with the President and CEO and the Executive Leadership and Senior Leadership teams to develop and implement strategic plans and goals that support the organization's mission and vision
- Lead the Finance Committee, collaborating with other committee members to provide strategic financial guidance and support to the organization
- Provide leadership and mentorship to the finance team, fostering a culture of continuous improvement and professional development
- Collaborate with other senior leaders to develop and implement strategies that support the organization's mission and goals

Board Relations and Reporting

- Develop strong working relationship with the Governing Board and Finance Committee
- Report on the financial performance of the organization to the Board of Directors, including regular updates on budget performance, forecasts, and financial risks and opportunities
- As member of the Executive Leadership Team and in partnership with the President and CEO, develop, present, and secure Governing Board approval for strategic organizational initiatives
- Collaborate with the President and CEO and Board of Directors to develop and implement financial policies and procedures that align with the organization's values and strategic goals
- Work with the Finance Committee to ensure compliance with Governing Board–approved investment policies
- Represent the organization at internal and external events and meetings, providing financial guidance and support as needed

Tax Filing and Compliance

- Oversee all tax filings and compliance requirements, ensuring that the organization is in compliance with all relevant laws and regulations
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements
- Ensure the timely reporting of finance activity to donors and stakeholders

Human Resources

- Establish and implement HR efforts that effectively communicate and support the company's core values, mission, and strategic vision.
- Oversee human-resources department, including employee benefits program, payroll, and our Professional Employer Organization (PEO)
- Develop HR strategy that supports the overall business goals of the company.
- Builds and develops the teams and technology resources to facilitate regulatory compliance, recordkeeping, and analysis of workforce metrics.
- Collaborates with Executive Leadership team to develop comprehensive workforce recruiting and retention plans to meet the needs of the organization's strategic goals.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.

About You

This Job May Be for You...

The Chief Financial Officer is a key member of our Executive Leadership Team who plays an integral role in our agency's success. We are seeking an engaged leader who is:

- A critical thinker who can demonstrate complex problem-solving skills.
- Experienced and accomplished in nonprofit finance, mortgage lending, and GAAP regulations.
- A strong verbal and written communicator who can effectively engage and collaborate with a diverse group of individuals, both internal and external.
- Skilled in leading people and processes, including coaching and motivating teams to successfully reach and/or exceed goals
- An excellent interpersonal communicator demonstrating energy, enthusiasm, and the ability to build long-term relationships and represent the organization to external audiences
- Flexible, self-aware, culturally competent with a commitment to diversity, equity, and inclusion, and demonstrates a high degree of professional integrity
- Open to adapting and changing, bringing innovative ideas to help further the organization's mission
- Organized, detail-oriented, and able to manage multiple projects, deadlines, and outcomes

Qualifications

- Passion for and understanding of the agency’s mission.
- A bachelor’s degree is required, and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.
- At least 10 years of professional experience in finance management; nonprofit and CPA (active or not) preferred.

Additional Information

Benefits

Because we hire the best people and value our staff, Habitat MidOhio works hard to provide competitive benefits to our team. Our comprehensive benefits package, which helps to support a healthy work/life balance, includes:

- Unlimited Paid Time Off program
- 12 paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- Annual \$2,500 employer-funded HRA account
- Company Paid Life Insurance
- Company Paid Short- and Long-Term Disability
- Employee Assistance Program
- Enrollment in our 401(k) after 6-months of employment– We match 50% of employee contributions up to 6%
- Training & development programs
- Opportunities for advancement- we promote from within!
- Monthly cell phone stipend

Americans with Disabilities Act: Employee must be able to perform all essential job functions, with or without reasonable accommodation.

Job Responsibilities

The above statements reflect the general duties, responsibilities, and competencies necessary to perform the job’s essential duties and responsibilities. They should not be regarded as a detailed

description of all the work requirements of the position. Habitat MidOhio may change the specific job duties with or without prior notice based on the organization's needs.

To see more of the impact we are making: <https://www.habitatmidohio.org/>

If this sounds like the position and organization for you, please submit a cover letter and resume to Martin Harris, our Director of People and Culture at mharris@habitatmidohio.org with "Your Name – Chief Financial Officer" in the subject line.

No phone calls, please. Applicants selected for an interview will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.