

## Position Specification



**CDFA**  
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

### **Chief Financial Officer** Concord, NH

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Chris Kelley | Senior Partner  
Carll Wilkinson | Managing Partner

May 17, 2021  
Private & Confidential

## COMPANY OVERVIEW

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The Community Development Finance Authority (CDFA) is the financial engine that drives community economic development across New Hampshire. Created in 1983, CDFA has almost 40 years of experience effectively deploying technical and financial resources to help Granite State communities build capacity to be strong, resilient, vibrant places. This includes the capacity to both proactively and reactively address social, economic, and environmental challenges. The impact is seen in revitalized downtowns, increased access to affordable childcare, creating healthy and safe affordable housing, increased energy efficiency, improved public facilities, business expansion or emergency situation funding to provide jobs, and a healthy and vibrant nonprofit sector.

In State Fiscal Year 2020, CDFA infused more than \$17.8 million into New Hampshire communities, supported 109 community-based initiatives and organizations across the state, and engaged 214 business donors. These impacts are realized through the deployment of technical assistance and competitive grant, loan, and equity programs, including Community Development Block Grants, the State Tax Credit Program, and the Clean Energy Fund. With the support of business, nonprofit, and municipal partners, CDFA plans to increase investments to an average of \$20 million annually by 2022.

## CHIEF FINANCIAL OFFICER

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The Chief Financial Officer (CFO) will oversee a \$2 million operating budget with \$60 million in assets under management and will be accountable for the financial, information technology, property management, human resources, risk management operations, and revolving loan funds of the organization. The CFO's management skills, knowledge of bookkeeping and financial forecasting, and skillful partnership building will play a crucial role in advancing our shared vision and goals. The CFO will report directly to the Executive Director and assist in all strategic and tactical matters as they relate to budget management, policies and procedures, cost benefit analysis, forecasting needs, and securing new funding. The CDFA is in search of a finance and operations professional who is passionate about community development, cares deeply about providing opportunities for low-and-moderate income people, and possesses uncompromising ethical ambition.

## ESSENTIAL RESPONSIBILITIES

### Financial Management

- Directs the accounting function to ensure timely and accurate recording of financial information; oversees the creation and dissemination of financial reports to the Board of Directors, management, state agencies and funders. Ensures internal control systems and financial procedures are in place to minimize the risk of loss.
- Executes all financial and accounting activities; in compliance with reporting requirements, i.e. monthly reconciliations, P& L reporting, state and federal filing, schedules for annual audit and 990 tax return.
- Performs financial planning in collaboration with the Executive Director and the Program Directors of annual operating budgets and long-term forecasts and provides strategic direction to the Board and

Executive Director based on results. Monitors budgets to ensure operations stay within plan and program budgets are not over expended.

- Participates in key decision making and expansion activities as a member of the senior management team.

### **Operations**

- Oversees the design and execution of policies and procedures that provide a comprehensive system for managing resources and meeting goals for performance and growth, ensures that the established policies promote CDFA's culture and vision.
- Remains current on government regulations and state and federal laws and ensures that organizational policies adhere to those directives. Ensures the organization is compliant with regulations governing all programs for which it receives funding.
- Oversee daily operations of the Finance and Asset teams and leads employees to encourage maximum performance and dedication.
- Manages the operations of CDFA's revolving loan funds to ensure that funds are lent prudently and that program requirements are met Evaluate performance by analyzing and interpreting data and metrics.
- Reports to board and committees on all finance and operation matters as requested.

### **Administrative, Facilities and Information Systems Management**

- Oversees the operations of 14 Dixon Avenue, LLC.
- Ensures CDFA's information technology and communications infrastructure provides an adequate level of service to allow staff to operate in an efficient and constructive environment.
- Oversees the actions of the IT consultant providing services to the organization.

## **KNOWLEDGE & SKILLS**

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- Minimum of 5 years' experience as CFO or equivalent, preferably in a nonprofit environment.
- Bachelor's degree in Business, Finance, Accounting or a related field.
- Highly organized, systems-thinker with attention to detail; resourceful and collegial.
- Excellent skills in verbal and written communications, problem-solving.
- Ability to work with program funders and partners to move a program to successful completion.
- Ability to provide leadership, analyze situations and data, solve problems, handle or recommend appropriate course of action.
- Ability to present complex and technical financial and human resource information to a general audience in order to facilitate decision-making.
- Demonstrated leadership ability, effective team management and supervision of staff.

### **Preferred**

- Master's degree in Business Administration or CPA certification
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting.
- Deep knowledge of federal grant regulations including 2 CFR Part 200.

## ABOUT SMITH & WILKINSON

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Founded in 1998, Smith & Wilkinson is one of the premier executive search and leadership consulting organizations in the country. It specializes in search and talent acquisition for board members, C-suite executives, line of business leaders, and skilled individual contributors for companies in all stages of growth and development. Smith & Wilkinson also offers consulting services, including executive leadership coaching, employee assessment, and succession planning solutions. Industries served include community and economic development, nonprofits and associations, banking, credit unions, insurance, fintech and insurtech, wealth management, and civil and environmental engineering. For more information, visit [www.smithandwilkinson.com](http://www.smithandwilkinson.com).

### CONTACT

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