

Chief Financial Officer

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit either volunteer host families in rural and suburban communities along the East Coast and Southern Canada, attend six Fresh Air camps in New York's Mid-Hudson Valley, or participate in other outdoor programs run by The Fresh Air Fund. Young people also participate in year-round leadership and educational programs offered by The Fund. In Summer 2020, during the difficult realities of COVID- 19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in-person and virtual program models to support youth in New York City.

Position Summary

The Fresh Air Fund is seeking a strategic chief financial officer (CFO) who possesses a deep command of financial reporting and budgeting, and can ensure the financial strategy and decision making processes across the organization are aligned with the strategy of a dynamic and evolving organization. This role requires a seasoned, mission-focused, and process-minded individual with experience executing on the vision and strategy through day-to-day partnership with the ED/CEO, Executive and Leadership Team, board of directors, and key staff. It requires strategic review and constant development of a rolling 3-year financial plan in support of the vision and strategy of The Fresh Air Fund while expertly navigating annual responsibilities such as oversight of financial reporting, budgeting, capital planning, and endowment management. The CFO will be an integral partner to the ED/CEO, and working closely with the executive team and Treasurer, Finance, Investment and Audit committee chairs of the Board.

The position reports to the ED/CEO and is part of the Executive Team.

Responsibilities

Team and Organizational Leadership

- As a member of the Executive Team, shape the organizational vision and strategy, short- and long-term planning, and cross-functional initiatives, lending a strategic financial and sustainability lens to the work;
- Manage the development of the annual and three-year budget with department heads for approval by ED/CEO and Board of Directors;
- Manage, support and lead team including accounts payable, reporting and audit, and payroll teams to ensure they are coached, developed, and well positioned to achieve their goals;
- Partner with and cultivate strong working relationships with organization-wide leadership, board members, and external funding sources on financial issues;
- Identify the best strategies for improving overall efficiency of department; establish goals, cross-departmental strategies to communicate with colleagues and team, and The Fund's myriad stakeholders, highlighting revenue and expense realities with programs and objectives in support of The Fund's mission, priorities, and strategic initiatives; and
- Foster a team culture that embodies a customer service orientation where staff communicate regularly across the organization to anticipate challenges and engage in proactive problem solving.

Financial Management and Oversight

- Lead financial strategy for a rolling 3-year financial plan and decision making for The Fresh Air Fund's \$20M annual operating budget while ensuring all decisions are guided by the Fresh Air Fund's mission and vision and that expenditures are serving our programs, children and families;
- Oversee all fiscal and fiduciary responsibilities for the organization, in conjunction with the Finance Committee to maintain a strategic financial plan that ensures stability and sustainability;

- Lead the development of an annual budget that includes monthly income statement, balance sheet and statement of cash flows; partner with program leaders and department heads to develop budgets and ensure teams operate within budget;
- Generate monthly financial statements and reports which analyze all expenses, revenues and balance sheet items compared to budget and prior year, including appropriate summary commentary;
- On a monthly basis generate a financial dashboard which accurately forecasts cash, revenue and expenses for the remainder of the fiscal year; help ED/CEO and Board Finance Committee Chair to “see around the corner”;
- Review and approve expenditures to ensure budget compliance and efficient use of funds while implementing a culture of accountability across the organization;
- Develop and maintain systems to ensure accuracy and compliance of accounting and reporting, as well as leading the financial affairs of The Fresh Air Fund in accordance with the Generally Accepted Accounting Principles (GAAP) and city, state, and federal government regulations;
- Represent the Fresh Air Fund and manage relationships and needs with external auditors, financial institutions, and taxing authorities;
- Effectively communicate and present critical financial matters to the CEO, the executive team, and the board as well as to key external stakeholders (e.g., funders, lenders, authorizers) at regular intervals and on an ad hoc basis;
- Manage the Fresh Air Fund’s cash flow and debt obligations and work with banks to ensure compliance with all covenants;
- Recognize and anticipate opportunities and challenges as they relate to financial systems and procedures; streamline and improve fiscal functions through successfully implementing and enhancing efficient processes;
- Work across the organization with Program, Operations, HR, and Legal teams to ensure fiscally sound policies, procedures, practices; support these groups as necessary when negotiating leases and contracts;
- Partner with The Fund’s outsourced CIO firm to manage The Fund’s Endowment under the guidance and guidelines of the Investment Committee;
- Put all necessary systems and controls in place to manage the financial activities and maintain compliance with the highest ethical standards, all applicable laws, regulations and requirements of funding sources;
- Work closely with Development team to provide necessary financial analysis and support for revenue generation;
- Manage annual audit and serve as the liaison with the audit firm;
- Prepare and manage all tax submissions to IRS, including Form 990; and
- Lead finance department in ensuring grant compliance and organizational contract oversight.

Qualifications

- A pronounced and profound passion for the work and mission of The Fresh Air Fund;
- A minimum of 10 years broad finance related experience with deep expertise in finance and accounting; nonprofit experience preferred including 5-7 years of senior management experience, including experience supervising a team;
- Track record of creating and improving systems and experience leveraging technology to gain insight and increase efficiency;
- Ability to formulate analyses across various departments: Development, Programs, Legal, Human Resources;
- Collaborative and consultative work style and ability to develop team-wide vision and direction for a portfolio of diverse projects and operate with a customer service orientation;
- Experience leading fiscal year planning with multiple teams;
- Experience building, coaching, and mentoring high-performing, diverse teams with multiple layers;
- High energy and motivation to understand the perspectives of others;

- Previous experience interfacing with Board of Directors on financial and strategic matters;
- Ability to develop and maintain strong relationships built on mutual trust and respect with a variety of internal and external stakeholders;
- Exceptional analytical and strategic thinking and problem-solving skills with demonstrated experience identifying problems and implementing solutions;
- Effective written and verbal communication including the ability to simplify the complex;
- Knowledge of generally accepted accounting practices and principles as relevant to nonprofit entities; and
- Knowledge of MIP Financial Accounting System not necessary but a plus.

Compensation

The Fresh Air Fund offers a competitive salary and comprehensive benefits package.

Application Instructions

To apply, please submit an application and cover letter at: <https://fafjobs.workbrightats.com/jobs/>. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.