



Young Community Developers  
Chief Financial Officer

San Francisco, CA

## Background

Established in 1973, YCD is a nonprofit organization who serves residents of all ages living in the most historically underserved communities of San Francisco. YCD takes a holistic approach via a delivery eco-system of services designed to empower residents in achieving economic mobility, in turn building and sustaining a positive community by providing them with education opportunities, workforce development training, and social services. YCD's philosophy is that every individual should have the right to sustainable and generational economic mobility, aiming to break the cycle of poverty. Each year YCD provides around 1,200 community members with employment and training services through their programs and partnerships. YCD is also proud to share that they have been voted by Non-Profit Times as one of the top 50 best non-profits to work for in the United States!

## Position

Reporting to the Executive Director, the Chief Financial Officer directs YCD's overall financial and accounting planning practices, providing analysis and recommendations on all financial operations. This position manages and directs the Fiscal Team to optimize performance while fostering a positive and healthy work environment. The CFO will demonstrate a strong commitment to the mission of Young Community Developers Inc. and to individuals from diverse populations, and through their strategic leadership, help YCD create meaningful impact within the San Francisco community.

## Responsibilities

### Financial Strategy, Planning, and Systems

- Direct and oversee the company's financial administration and planning including but not limited to financial policy development and implementation, management of accounting systems, budget planning and implementation, risk management and insurance, purchasing, taxation, short- and long-term forecasting, and strategic planning.
- Oversee and manage relationships with lending institutions, shareholders, and the financial community.
- Contribute to YCD's short- and long-range planning, identifying areas of possible growth, expansion, and new opportunities.
- Manage the functional areas of financial reporting and control, budgeting, forecasting, treasury, tax, investor relations, and audit management information.
- Manage and oversee the preparation of profit and loss statements, balance sheets, and capital budgets.
- Oversee insurance function to assure company's assets are safeguarded from all possible exposure.

- Establish appropriate internal systems to support financial and business operations consistent with the company's growth and reporting requirements.
- Review and monitor the organization's financial position; creates and distributes necessary reports on the organization's financial stability, liquidity, and growth.
- Coordinate and lead the annual audit process; work with the external auditors and the finance committee of the board of directors on the audit process.
- Ensure management of YCD's contracts including submitting timely and accurate reporting to funding entities; ensure that the government contract billing and collection schedule is adhered to and that financial data and cash flow are steady to support operational requirements.
- Assess systems, policies, and processes and oversee streamlining and optimization of organization-wide financial policies and procedures to ensure efficiency across the organization.

### Team Management and Organizational Leadership

- Partner with the Executive Director, Board of Directors, and other senior leaders to assess organizational performance against both the annual budget and YCD's long-term strategy.
- Provide strategic recommendations for the direction of the organization based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Effectively and timely communicate and present critical financial matters to the ED and finance committee of the board of directors.
- Engage the finance committee of the board of directors to review strategic financial plans and projections, and regularly report on the financial standing of YCD to the Board.
- Contribute to the organization's efforts to promote an organizational culture of support, collaboration, open and frequent communication, respect, passion for a common mission, and celebration of success in achieving specific projects and broader organizational objectives.
- Attract and recruit top talent, motivate the team, delegate effectively, celebrate diversity within the team, and manage performance.
- Mentor and develop team by managing work allocation, access to training and resources, problem resolution, performance evaluation, building an effective team dynamic and healthy work culture.

## Qualifications

### Education and Experience

- Bachelor's degree (advanced coursework a plus) in a quantitative discipline (concentration in Business, Accounting, Finance, Economics, or related field).
- Certified Public Accountant (CPA) preferred, with experience in nonprofit management, organizing and/or advocacy work, fundraising or stewardship, coalition projects or philanthropy programs relating to education, workforce development, and community partnerships desired; Passion for social change, social justice, or related issues.
- Minimum of 5 years management experience supervising a team of at least 5 including, interviewing, performance reviews, and coaching.
- Broad and deep understanding of government grant management, including reporting, standard communication protocol with funding entities, and related parameters that typically appear in contracts, such as contract structures, program structures, program timelines and payments, insurance, and myriad of other related details.
- Track record of successful task prioritization and execution with exceptional time management and organizational skills and ability to self-manage and follow through to reliably meet multiple, concurrent deadlines.
- Demonstrated ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.
- Experience in high-touch customer service-oriented communication, fiscal management planning, implementation, and reporting with diverse non-profit organizations/stakeholders from diverse cultures.
- Demonstrated competency with using ADP, QuickBooks, Microsoft Office Suite, Google platform, Zoom and aptitude to quickly learn industry- or project-specific software.

### Skills and Competencies

- Tact, professionalism, diplomacy, a sense of humor; ability to handle sensitive matters with discretion.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Continuous commitment to improve occupational knowledge.
- Experience and ease developing relationships and skillfully working with a diverse community of colleagues, partners, clients, and constituents.
- Culturally competent, able to connect with diverse groups of people, communicating effectively with people from a variety of cultural backgrounds.
- Self-motivated individual who has a passion to ensure that program goals, objectives and tasks are completed in a timely fashion and exceeds standards.

- Drives vision and purpose through painting a compelling picture of the vision and strategy that motivates others to action.
- Plans and prioritizes work to meet commitments aligned with organizational goals.
- Applies big picture thinking by taking a broad view when approaching issues, using a global lens.
- Builds effective and strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.
- Communicates effectively through developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Instills trust by gaining the confidence and trust of others through honesty, integrity, and authenticity.

## Salary

**Job type:** Full Time – Exempt

**Compensation:** \$175,000 – \$200,000

Our work environment is built around collaboration and partnership, teamwork, community, diversity, and inclusion. Through our Total Rewards Package, we provide an integrated mixture of compensation, benefits, company culture, and resources to our employees that help you reach a happier, more balanced life. Our benefits for full-time team members include:

- Generous zero to low-cost Medical, Dental and Vision for employees
- Employer-sponsored Health Spending Account with eligible plans
- 2 weeks paid Vacation
- Life & Long-term Disability
- Generous Annual Holiday schedule, with 15 paid holidays annually, and personal birthday holiday
- End-of-Year paid Respite Week
- 4% company 401k contribution after one year of service
- Employee Assistance Program
- Health & Fitness Program
- Many more benefits and a fun, purposeful, and inclusive culture

This position description is based upon material provided by YCD, an equal opportunity employer.

To apply for this position, please click [HERE](#).

Kennedy Turner, Talent Consultant

Emmanuel Fortune, Senior Talent Consultant

Dave Yi, Associate