



Osborne Association
Chief Financial Officer
New York, NY



Background

Osborne Association works directly with people affected by the criminal legal system and advocates for policies and practices that promote dignity, justice and liberation. Osborne is committed to investing in healing-centered and community-based solutions, building equitable and inclusive communities, and improving conditions inside for those who live, work, and visit prisons and jails. Osborne serves individuals, families, and communities affected by the criminal legal system with the goals of transforming lives, communities and replacing punitive systems with community-generated solutions that promote healing, equity, accountability, and justice. Osborne has a 90-year history of leadership in working with currently and formerly incarcerated adults, children, and their families.

Osborne delivers education, workforce, and treatment services to more than 10,000 people each year. Osborne operates at community sites Brooklyn, the Bronx, Buffalo, Manhattan, and Newburgh, and in 30 correctional facilities across the state, offering opportunities for those most affected by the criminal legal system to heal, repair harm, and thrive.

A trusted partner to city, state and federal agencies, foundations and other funders, and the nonprofit community, Osborne designs interventions that reduce reliance on law enforcement, courts, and incarceration, and provide opportunities for success. Committed to continuous and rigorous evaluation of its programs, Osborne has achieved recent outcomes including:

- **4,000+ people preparing for release** have been enrolled each year in Osborne's jail-based reentry programs, which comprise 20 different curriculum-based groups in five NYC jails.
- **More than 90% of people** placed through Osborne's housing unit for people with HIV remain housed one year later. Osborne is partnering in the development of almost 200 units of permanent and transitional housing units for people released from incarceration.
- **78% of participants** who completed our alternative to incarceration program had no new convictions after two years, compared with 63% of all successful discharges from area programs.
- Felony reconviction rates among participants in Osborne's mentoring program for young adults on probation across NYC are **69% lower** than those of a matched comparison group 12 months after beginning probation.

Osborne is guided by core values and shared beliefs: honor everyone's capacity to change, celebrate our shared humanity, unite in our pursuit of justice and equity, take all possible steps to keep our commitments and advocate for people and principles with fierce and tenacious determination.

As a community dedicated to justice and human liberation, Osborne welcomes and supports all people, including LGBTQIAGNC people, Black and Indigenous People of Color, and those who have interacted with the criminal justice system.

For more information on Osborne Association, please visit <https://www.osborneny.org/>.

Position

Osborne is at a critical juncture in its long history, with dynamic new leadership, new ventures such as transitional and permanent housing to fill critical service gaps, and a forthcoming strategic planning process to ensure and guide continued growth and expansion of services. Reporting to the President & Chief Executive Officer, the Chief Financial Officer (CFO) leads the financial strategy, controls, and operations for Osborne. The CFO will provide leadership to a fiscal team whose mission is to leverage and maximize financial resources for current and anticipated programs, and to help ensure a robust, sustainable future for Osborne. The CFO is a key strategic partner and advisor to the CEO and Board, guiding the organization's financial planning, financial strategy, cash management, banking, financial controls, and accounting. This role also collaborates and engages other members of Osborne's leadership, including the Chief Program Officer, Chief Strategy Officer, and Chief Administrative Officer, to address daily financial management of the organization and to develop long-term strategic financial plans and initiatives.

The CFO will oversee an approximately \$50 million budget, support the strategic growth of the department, manage and coach the team, and oversee all financial policies and procedures. They will oversee budgets for all funders (funding for the agency is largely government grants and contracts, with varying terms, regulations, and reporting requirements), and manage the preparation and distribution of routine reports, including financial statements, cash flow analysis, and budget reports. This is a hands-on accounting role and requires strong experience in general ledger oversight and in management of complex government contracts. The ideal candidate is a best-in-class financial leader who knows the numbers and is extremely attentive to the details.

The CFO directly supervises three staff members (VP of Finance, Director of Revenue, and Manager of Financial Planning and Analysis) and leads a team of 18 finance and accounting professionals. The CFO will provide direction and leadership to their team, fostering a culture of effective communication, accountability, transparency, and attention to detail. The ideal candidate will be an exemplary manager and team builder, thinking seriously about how to structure and lead a team, develop talent, and build strong relationships within and across teams. The CFO will have an eye towards continuously and adeptly optimizing systems and processes, helping their team to work more efficiently.

As a key, trusted partner to the CEO, the CFO must be able to synthesize all of the numbers

and in-depth financial, planning and analysis into clear story telling of what has transpired, what is currently happening, and what the possibilities are in the future. The CFO must be a keen strategist, maintaining a long-term and strategic view of Osborne's finances. As a member of the executive leadership team, the CFO will provide key insight to the leadership team, and provide strategic vision for the organization.

Responsibilities

Financial Strategy, Planning & Systems

- Partner with the Chief Executive Officer and Executive Leadership Team to assess organizational performance against both the annual budget and Osborne's long-term strategy; provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis; make actionable recommendations on both financial strategy and operations.
- Assess systems, policies, and processes and oversee streamlining and optimization of organization-wide financial policies and procedures to ensure efficiency across the organization.
- Manage organizational cash flow, by ensuring timely and accurate billing and clear and efficient reporting of cash position.
- Work closely with non-Finance units to ensure continued clear and effective communication between program staff, administration, and fiscal team.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations and the board of directors; prepare and communicate monthly and annual financial statements.
- Ensure a strong system of oversight and administration for all funding sources, including government grants, Medicaid, private, and foundation funding, through accurate and detailed record-keeping and grant reporting.
- Coordinate and lead the annual audit process, liaise with external and internal auditors and the finance committee of the board of directors; assess and implement any necessary systems and reporting changes; oversee annual 990 filing and other tax related regulatory requirements.

Team and Organizational Leadership

- Empower, support, and lead a team of high-level accounting and finance professionals to ensure up-to-date numbers, efficient systems, and comprehensive reporting.
- 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, and building an effective team dynamic.

- 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.
- Exercise accountability for clear and thoughtful communications with all stakeholders and in particular, staff, to ensure an environment of transparency, clarity of mission and support while also demonstrating high standards of excellence and accountability.

Qualifications

- Education and Experience
 - 10+ years of progressive experience in finance with significant experience managing a large finance team.
 - CPA strongly preferred and/or commensurate experience that demonstrates exemplary strategic and financial acumen.
 - Demonstrated commitment to the Osborne mission of serving communities, families, and individuals affected by the criminal legal system.
 - Proven financial leadership in an organization with complex finance and accounting operations.
 - Strong analytical and financial modeling and forecasting skills as well as knowledge of Generally Accepted Accounting Principles (GAAP) for nonprofits; if coming from the for-profit world, significant nonprofit board experience is required.
 - Demonstrated ability to build and implement systems that enable efficient budgeting and financial controls and quality, timely reporting.
 - Experience managing grants from New York City and New York State government agencies.
- Skills and Competencies
 - Exceptional financial acumen, with the ability to interpret and apply understanding of key financial indicators to make better decisions.
 - Possess a strategic mindset; able to see ahead to future possibilities and translate them into breakthrough strategies.
 - Takes a broad view when approaching issues, using a global lens.
 - Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
 - Consistently drives results, from themselves and their team, even under tough circumstances.

- Applies knowledge of business and the operating environment to advance the organization's goals.
- Possesses interpersonal savvy, relating openly and comfortably with diverse groups of people.
- Communicates effectively, developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Compensation

Osborne is offering an annual salary of \$220,000-\$240,000. Generous benefits including four weeks vacation, tuition reimbursement, flexible work schedule, excellent Medical, Dental, and Vision insurance, a 403(b) plan with a company match, as well as career development through ongoing training and individual development plans.

Osborne is an EEO/Affirmative Action employer and a VEVRAA Federal Contractor. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, unemployment status, or any other protected category. Osborne takes affirmative action in support of its policy to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

The agency is a NYC contractor and also provides services to facilities upstate, therefore we adhere to all state and city COVID 19 vaccine mandates. With the exception of an approved exemption/accommodation, effective December 1, 2021, all staff must be fully vaccinated, and provide proof of vaccination.

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

Lori Clement, Principal

Natalia Kepler, Senior Talent Consultant

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Dave Yi, Associate

