

Chief Financial and Operating Officer

Fair Elections Center

Washington, D.C. or Remote

Salary: \$155,000 - \$170,000

The Organization

Fair Elections Center was established in 2017 as a 501(c)(3) organization. The Center began as the Fair Elections Legal Network which was established in 2006 by Washington D.C. public interest lawyer Bob Brandon and former Congresswoman Elizabeth Holtzman. The organization grew out of a meeting on February 6, 2006 attended by over 60 voting rights and mobilization organizations and a number of pro bono election lawyers. The purpose of the meeting was to gauge support for creating a national network of pro bono election lawyers who could provide support for year-round, proactive election reforms at the state and local level and provide centralized staff to help organizations navigate the intricacies of the election laws in order to increase voter participation.

Fair Elections Center continues that work with its staff of attorneys and advocates, delivers nonpartisan creative solutions to the complex web of barriers that have been erected over time to prevent segments of our citizens from reaching their full voting potential. Working alongside other national and state groups, the Center works to make the processes of voter registration, voting, and election administration as accessible as possible for every American, with a special focus on student and underrepresented voters. To this end, Fair Elections Center engages in a wide variety of advocacy efforts, including producing reports, talking points and fact sheets, providing state voter guides, providing testimony to legislatures, conducting trainings and seminars for organizations and their supporters, litigating voting rights cases in state and federal court, and working directly with local election officials and Secretaries of State to ensure that the right to vote is protected and expanded. We provide election law expertise to state-based civic engagement coalitions and direct help to organizations representing various constituencies that need help accessing the ballot as they plan their programs, encounter problems or need help engaging elections officials.

The Position

Fair Elections Center is seeking a Chief Financial and Operations Officer (CFOO) who will provide both strategic financial and operational leadership as a key member of the Executive Team of our non-profit, mission-driven 501(c)(3) organization. The CFOO will report to the President & CEO and the Vice President.

This position supervises the Finance, Human Resources, Operations, Facilities, and Information Technology functions, leading a team of two direct reports and approximately four professionals in total. Together these teams support a remote organization with a \$8 million budget, 40+ staff located in 12 states, four main programs, and a small DC office.

The ideal candidate will have the skillset to oversee the organization's budgeting, finances, and operations helping to measure progress against organizational goals, maximizing the use of available resources across departments. The CFOO will help to cultivate the values of Fair Elections Center throughout the organization.

Financial Management and Analysis

- Oversee the preparation of the annual budget, budget revisions, and forecasts for the governing board and executive team.
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist senior management and the governing board in performing their responsibilities.
- Proactively identify opportunities to maximize resources.
- Regularly meet with department leaders to review budget versus actual reports and to ensure activities align with funding.
- Work with the Finance Director to develop reporting mechanisms to inform management and department leaders of trends, budget variances, and funding levels.
- Oversee development of project and grant budgets and status reports to grant managers and donors.
- Anticipate needs, improve efficiencies, and continually look for ways to improve the budget-planning process to maximize resources, including through the education of department leaders on financial issues that affect their budgets.
- Monitor operational cash flow.
- Monitor investment portfolio performance and ensure adherence to short-term investment policy, working with and reporting to the governing board and management team regarding investments.

Financial Compliance and Reporting

- Provide status of financial conditions to the governing board and executive team by collecting, interpreting, and reporting key financial data.
- Ensure compliance with federal, state, and local legal reporting requirements, consulting with Finance Director, pro bono counsel, and oversee the filing of financial reports; advise governing board and the Executive team on actions and potential risks.
- Serve as the primary contact to auditors and tax preparers and review all materials that relate to audit and tax filings.

Operational Management

- Enhance, implement, and enforce policies and procedures of the organization that will improve the overall operation and internal controls of the organization.
- Standardize organizational management and structure to achieve consistency, transparency, and accountability.
- Drive organizational culture that reflects organizational values, supports staff on all levels and invests in their success.
- Review human resources function and work with the Human Resources Manager to build out the HR team, policies, and procedures.
- Liaise with external IT vendor to manage the organization's technology.
- Evaluate the needs and operations of the finance, human resources, and technology infrastructure and make recommendations to the executive team.
- Support the President and Vice President; perform other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate for the CFOO position possesses the following competencies:

Collaborates	Drives Vision and Purpose	Decision Quality
Building partnerships and working collaboratively with others to meet shared objectives.	Paints a compelling picture of a vision and strategy that motivates others to action.	Making good and timely decisions that keep the organization moving forward.
Financial Acumen	Communicates Effectively	Instills Trust
Interpreting and applying understanding of key financial indicators to make better decisions.	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Additional Qualifications

- Bachelor's degree in finance, business, accounting or similar required; advanced degree a plus.
- CPA preferred.
- At least 8 years of financial leadership experience, including budget preparation, financial forecasts, and analysis.
- Significant nonprofit experience required.
- Demonstrated experience in financial-statement preparation and responsibility over financial reporting for an organization.
- Experience overseeing and managing different business functions such as HR, Finance, IT, etc.
- Strong knowledge of HR operations, change management, and strategic planning.
- Demonstrated success building systems and processes.
- Familiarity with negotiating and understanding office and equipment leases.
- Experience with accounting & budgeting software required, familiarity with Martus a plus.
- Demonstrated experience managing a diverse staff and implementing DEI initiatives.
- Ability to work in a deadline-driven environment and handle multiple priorities in an efficient manner.
- Demonstrated ability to prioritize, plan, and communicate effectively.
- Commitment to the mission and goals of the organization.
- Strong people leader and manager.
- Adaptable and collaborative, able to serve as a thought partner to other executive team members and department heads.

WHO WE ARE

Our Commitment to Diversity, Equity, & Inclusion

Fair Elections Center is an Equal Opportunity Employer. We value diversity in our work environment and believe it furthers our mission to create and preserve an inclusive democracy for all voters and for underrepresented and marginalized communities in particular. Applicants from diverse backgrounds are strongly encouraged to apply.

COMPENSATION AND BENEFITS

Salary

\$155,000 - \$170,000

Fair Elections Center offers generous employer paid health, vision, and dental insurance, 3 weeks vacation, and a 403(B) retirement plan with employer contribution.

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by July.

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[Submit an application](#)