



# Chief Financial and Administrative Officer (CFAO)

**STRIVE**

New York, NY

Salary: \$230,000 - \$260,000

## The Organization

Since its founding in 1984, STRIVE’s purpose has been singular: to ensure that everyone can achieve upward mobility and financial empowerment for themselves and their families. Over the following decades, STRIVE has honed a unique workforce model that provides a pathway to life-changing careers and opportunities through comprehensive professional training, intensive personal support, and self-empowerment for those who face societal barriers to advancement. It has since catapulted the careers of nearly 90,000 alumni.

Beginning in East Harlem, and now operating throughout New York City, Atlanta, Birmingham, and New Orleans and through a network of affiliate partners, STRIVE, guided by a new 10-Year Growth Plan, by 2033, will operate sites in up to 20 major US cities, increasing the number of students it serves annually from 2,000 to 10,000. STRIVE can do this work because every member of its board, leadership, and staff—dating back to its founders—is committed to the idea that all human beings are deserving of dignity and livable participation in the labor market. STRIVE is unequivocal in stating plainly that systemic inequality exists and that it must be eradicated.

Year Founded	Regions Served	Clients	Budget	Staff
1984	New York, Atlanta, Birmingham, New Orleans and growing	2,000 annually (10,000 by 2033)	\$16.6M (\$20M by 2026)	85 total

## The Position

Reporting to the Chief Executive Officer, the Chief Financial & Administrative Officer (CFAO) will lead the financial and operational strategy at STRIVE. The CFAO will be a key strategic partner and advisor to the Chief Executive Officer and Board, guiding the organization’s financial and operations functions, including HR, facilities/real estate, legal/compliance and IT. The CFAO will supervise, coach and mentor finance and operations staff, including 4 direct reports, to foster excellence, accountability, collaboration and transparency.

The CFAO will guide STRIVE’s financial strategy and planning, cash management, investments, financial controls, grant management, and accounting. Within operations, the CFAO will provide the leadership, management, and vision necessary to ensure that the organization has the proper operating systems and operational controls, administrative and reporting procedures, and people systems in place to support growth, ensure scalability, financial strength and operating efficiency.

### Financial Strategy, Oversight & Planning

- Partner with the Chief Executive Officer and Executive Leadership Team to assess organizational performance against both the budget and STRIVE'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.
- Oversee long-term budgetary planning and costs management in alignment with STRIVE's strategic plan; identify opportunities for revenue maximization and expense minimization as the organization grows and collaborates with key city, state and federal government partners.
- Report to Chief Executive Officer, the STRIVE Board of Directors, and the Finance Committee regarding ongoing financial results, annual budget, audit and longer-term financial strategy. Generate reports and develop tools to provide critical financial and operational information to the CEO and Board.
- Ensure a strong system of oversight and administration of all funding sources including government grants, institutional and individual donor support through accurate and detailed record keeping and grant reporting.
- Manage financial liquidity and serve as liaison between STRIVE's investment manager, Treasurer and Finance Committee in oversight of funding and investments.
- Coordinate and lead the annual audit process, liaise with external auditors, and communicate regularly with the Finance Committee; assess and implement any necessary systems and reporting changes; oversee annual 990 filing and other tax related regulatory requirements.
- Continuously develop and improve financial systems, internal controls and reporting.



### Operations

- Collaborate with the members of the senior management team to develop and implement short and long term plans for the operational infrastructure of systems, processes and policies that support operational and fiscal effectiveness and efficiency.
- Support and empower IT professionals (in-house and outsourced) to ensure effective use of IT systems to support fundraising, programs, and organizational business processes.
- Support and empower the HR team to support a diverse and growing workforce.
- Work closely with external legal providers to ensure thoughtfully crafted agreements.
- Negotiate terms with and manage key vendor relationships, including leases.
- Collaborate with local Executive Directors, Office Managers, and external vendors on facilities management, including site selection and design.

## ROLE OVERVIEW (cont.)

### Team & Organizational Leadership

- Empower, support, and lead a team of high-level accounting, finance, HR, IT and operations professionals to ensure seamless and customer service driven daily operations.
- Manage relationships with STRIVE's Finance Committee.
- Engage other members of the Executive Leadership Team to facilitate cross-departmental collaboration that ensures that all financial and operational solutions positively support STRIVE's evolving strategy, program delivery, and operational needs.
- Contribute to the organization's efforts to promote an organizational culture of collaboration, open and frequent communication, and transparency, while also demonstrating high standards of excellence and accountability.

## THE IDEAL CANDIDATE

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

<b>Drives Vision and Purpose</b> Paints a compelling picture of a vision and strategy that motivates others to action.	<b>Financial Acumen</b> Interpreting and applying understanding of key financial indicators to make better decisions.	<b>Communicates Effectively</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	
<b>Collaborates</b> Building partnerships and working collaboratively with others to meet shared objectives	<b>Decision Quality</b> Making good and timely decisions that keep the organization moving forward	<b>Drives Results</b> Consistently achieving results, even under tough circumstances	<b>Optimizes Work Processes</b> Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

### Team & Organizational Leadership

- 15+ years of progressive experience in finance and administration in a nonprofit setting
- Leadership in executing strategy for dynamic and changing organizations in a period of growth; experience leading in a multi-site, geographically dispersed nonprofit is a plus
- Strategic, creative, highly collaborative and decisive, with an attitude of continuous improvement
- Strong accounting, analytical and financial modeling skills; experience with government contracts
- Highly collaborative, with a strong track record of developing strong and trusting relationships and foster a supportive culture of collaboration, accountability, and transparency
- Resourcefulness in setting priorities, guiding investment in people, process, and systems
- Able to communicate clearly and persuasively
- Demonstrated cultural competence, can manage and lead diverse teams

## WHO WE ARE

### Work Environment

The position operates within a hybrid workweek, with in-person days in the East Harlem, New York City office. There is the potential for occasional travel to existing STRIVE office locations and new expansion locations.

### Commitment to Diversity, Equity, & Inclusion

STRIVE considers applicants for all positions without regard to: race; color; religion; gender; national origin; age; sexual orientation; marital or veteran status; the presence of a medical condition, genetic information or handicap, unrelated to performing the tasks of the job; or any other legally protected status.

## COMPENSATION AND BENEFITS

### Salary

\$230,000 - \$260,000

- Generous low-cost medical (Anthem), dental (Guardian Dental), and vision (Guardian) for employees and dependents
- Medical and dependent care FSA
- 20 paid days off, 40 hours of safe and sick time, Summer Fridays, and paid holidays, including the week between Christmas and New Year
- Life insurance, short & long-term disability
- Company 401k contribution
- Commuter benefits
- Professional development reimbursement

## 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 the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us throughout May and June.

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[Submit an application](#)