



Position: Chief Financial Officer- Admin
Location: New York, NY
Reports to: Chief Executive Officer
Hours: Full-time, 40 hours per week (some evenings/weekends)

About Jericho Project

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 38-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 600 units of supportive housing including 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking to hire an experienced Chief Financial Officer (CFO) with a proven track record of leading and managing finance teams within our dynamic, multi-entity, growth-stage organization with multiple revenue streams. The selected individual will be a doer as much as a manager and is expected to lead the team of 5-7 members, and the core finance functions of financial planning & analysis, financial operations, and financial control & audit. The CFO will work as a thought partner to the CEO and develop the strategy and financial architecture of this scaling organization.

As a member of the upper-management team, the CFO will be an advisor to senior team members by assisting and evaluating their financial and operating plans. The CFO will be responsible for overseeing all fiscal and fiduciary responsibilities for the organization, in conjunction with Jericho Project's Board of Directors and Finance Committee. The CFO must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing the finance team and supporting the organization's growth.

Responsibilities:

Finance Strategy

- Serve as a thought partner to the leadership team and formulate creative short- and long-term strategies that support organizational-level strategies.
- Work closely with the CEO to provide robust, data-driven, strategic financial analysis and advice to support program-related decisions as the organization continues to scale.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Plan, implement, and manage all financial activities of Jericho Project, including leading on business planning, budgeting, forecasting, and investor and donor reporting; identify, report, and manage business risks.

Finance Operations

- Oversee financial operations and develop a roadmap to implement rigorous processes to further digitize and improve operations and controls.
- Partner with the CEO to evolve the finance function as the organization grows and scales; design an infrastructure that serves Jericho Project now and into the future.
- Construct and monitor reliable control systems that safeguard assets; ensure record keeping that meet requirements of government donors, auditors and government authorities.
- Produce timely, accurate, and useful financial and management report for government funders, foundations, partnerships, and Jericho Project's board of directors; oversee the preparation and communication of monthly and annual financial statements.

Leadership and Team Development

- Develop, evaluate and retain a diverse and highly qualified team of finance professionals; contribute to the professional development of finance team members, while simultaneously designing the team structure to support operational scale.
- Establish a rhythm of frequent and highly proactive communication with the CEO and senior leaders to facilitate seamless operations and effective thought leadership.
- Create, implement and maintain a continuous improvement and a control plan for overall business operations, while supporting the finance team to meet business needs.
- Foster a culture of transparency and accountability in the finance department.

Requirements:

- Bachelor's degree required, Master's degree strongly preferred.
- 12+ years of progressively responsible financial management experience, in an organization of at least \$15 million and preferably in affordable housing or property management; previous experience as CFO, VP of Finance or equivalent preferred.
- Experience in financial planning and analysis, government (federal, state, and city) grant management and audit, designing and implementing management and environment controls, and finance and information system mastery.
- Experience in fund and grant accounting, compliance, and reporting; fluency with complex funding agency reporting requirements preferred.
- Collaborative, innovative, and curious.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package including medical, vision, dental and Paid time off.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department
 Jericho Project
 Job Code: **Chief Financial Officer- Admin**
 245 W. 29th Street, Suite 902
 New York, NY 10001
 Fax 646.624.2301
careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org