

Chief Financial Officer
Safe Space NYC

Background: Established in 1919, Safe Space is one of the leading child welfare agencies in the country, recognized for having engineered and implemented highly innovative and creative services for its clients. Its sole mission for the last ninety years is to protect children, keep them safe and help them grow. Safe Space works with New York City's most at risk youth and families to prevent foster care placements, build strong families, and promote self-sufficiency. Its unique holistic services are progressive and meet the ever-changing needs of the people it works with each day.

Safe Space serves over 10,000 children and families throughout Queens and Manhattan using an integrated system of programs in three core areas: *Children and Family Services*; *Young Adult Services*; and *Community Health Services*. The Agency has formed effective partnerships in the community and with a broad array of the City's educational and social service organizations to fill the ever-widening gap in available services for disadvantaged and endangered children.

In July 2009, Christine Molnar joined Safe Space as its President and CEO. Ms. Molnar's professional career spans a 20-year commitment to advancing economic and social justice policies and programs. The CFO will be part of a new Executive Team to lead this dynamic organization and will help transform its programs and operations to meet today's changing economic conditions and the growing needs of the populations Safe Space serves.

The Position: Safe Space seeks a creative, forward-thinking Chief Financial Officer (CFO) who can create a sound financial structure for the organization that responds effectively to these shifting conditions.

Reporting directly to the President and CEO, the CFO is responsible for managing a \$14 million budget, monitoring the status of the finances and supervising the finance and administration operations for the organization. The CFO will provide strategic leadership and direction for the organization's fiscal operations, performance, and functions in compliance with acceptable nonprofit accounting and grants management procedures and federal, state, and local requirements. Additionally, the CFO will oversee the organization's Human Resources, Facilities, and IT functions by supervising the Human Resources Manager, the Director of Facilities, and Chief Information Officer. The CFO will lead the upcoming relocation of Safe Space's administrative offices.

The successful candidate will be a highly intelligent, dedicated self-starter who can work collaboratively with the CEO and the Executive Team of the organization to meet the goals of the organization. He or she will have substantial experience in not-for-profit financial management, and a deep understanding of managing finances from various revenue sources including restricted and unrestricted grants from government agencies (city, state and federal agencies), private foundations and individual donors. Experience with managing Human Resources and facilities management is preferred.

Responsibilities: The Chief Financial Officer will be responsible for the following duties:

- Plan, develop, organize, implement, evaluate, and direct effective non-profit financial systems and operations to meet the needs of the organization.
- Lead, manage, and develop a highly functioning professional Finance Team, including a Director of Finance, two senior Accountants, a Payroll Manager, Accounts Payable Manager, and Medicaid Billing Specialist;

- Oversee the organization's Human Resources, Facilities, and IT functions by supervising the Human Resources Manager, the Director of Facilities, and Chief Information Officer. This includes assessing the organization's space and real estate needs, representing the organization in real estate transactions, and overseeing relocations.
- Create, implement and manage systems for key non-profit accounting and grants management functions such as GL, AP, AR, Payroll, contract negotiations/modifications, and annual audits, to ensure efficiency and accuracy.
- Assess the organization's financial position and issue regular reports to the President and CEO and Executive Team.
- Facilitate a timely and accurate budget-setting process with the President and CEO, Executive Team, which reflects the organization's goals and fiscal realities;
- Develop and maintain a reliable cash-flow and reporting process that includes minimum cash threshold to meet operating needs;
- Provide timely and accurate financial projections for the future of the organization based upon its goals and the political and economic landscape;
- Provide direction, assistance and guidance to the proposal and grant development processes.
- Work collegially with the Executive Team, Directors, and other stakeholders to maintain an open and collaborative working environment.
- Through the President and CEO, provide staff support to the Finance Committee of the Board of Directors by preparing financial reports, budgets, and by providing data for key decisions of the organization and the Board;

Qualifications: The CFO must have achieved the following:

- A graduate degree in relevant field, such as MBA; and/or CPA and 10 years of progressive financial management and business planning experience in non-profit.
- Superior knowledge of non-profit and grants management financial operations and accounting requirements and procedures, including federal, state, local government requirements and those of government and private funders and donors.
- Knowledge of financial software (FundEasy preferred); government contracting processes (in social services, preferred); negotiating; maintaining accurate financial records and accurate reports for auditing, informational, and operational use.
- Knowledge of strategic planning and execution;
- Ability to anticipate, identify, and resolve problems in a timely manner by gathering and analyzing information skillfully.

Salary will be commensurate with experience. For more information on Safe Space please visit www.safespaceny.org.

Inquiries, nominations, and applications including resume and cover letter with salary requirements may be directed to:

Patricia Rodriguez
 Executive Assistant
 Safe Space NYC
 295 Lafayette Street, Suite 920
 New York, NY 10012

prodriguez@safespaceny.org
 (212) 226-3536 x244

