



Fort Collins  
**Habitat**  
for Humanity®

# Chief Financial Officer

<b>Title: Chief Financial Officer (CFO)</b>	<b>Employment Status: Full-Time (32+ Hours)</b>
<b>Department: Home Office</b>	<b>FLSA Status: Exempt</b>
<b>Reports to: CEO</b>	<b>Supervises: Finance Director</b>

## **GENERAL DESCRIPTION:**

The Chief Financial Officer (CFO) will lead the financial and mortgage lending strategies for a multi-faceted non-profit organization that does residential construction, retail, mortgage lending, and community development. This position is responsible for the strategic leadership of Finance and Accounting and mortgage lending functions of the organization. The CFO works in partnerships with the Chief Executive Officer and Chief Operating Officer and Leadership Team in developing the financial strategy necessary to support and implement the strategic plan for Fort Collins Habitat for Humanity.

Specifically, the CFO will be responsible for developing, managing, and overseeing the organization's financial plans, the financing structures that support Fort Collins Habitat for Humanity's lending program, communication with investors and other financial partners including grants compliance, and staff management. This position will also provide oversight of financial and accounting processes, organization infrastructure and technology solutions, and procedures and protocols within Habitat to ensure financial effectiveness.

## **Key Responsibilities:**

### Strategic Leadership:

- Develop financial strategies and key performance indicators for the organization, working closely with the Chief Executive Officer and Leadership Team to maintain strong interdepartmental working relationships.
- Engage in financial modeling to optimize capital structure for the organization and make recommendations on how to achieve fiscal goals. Oversee long-term budgetary planning and cost management in alignment with the strategic plan. Lead the development of a long-term, financially sustainable model for the organization.
- Represent Fort Collins Habitat for Humanity to financial partners, including financial institutions, foundations, auditors and public entities.
- Work closely with the CEO, COO and Board to develop mortgage products in support of expanded homeownership strategy.

- Engage relevant Board committees around issues, trends and changes in the financial model with a Finance and Audit Committee to be formed.
- Responsible for working across the organization to identify the business risks and develop risk mitigating actions. This includes regular monitoring and assessment of risks and assessing the adequacy of compensating controls. Risks to be considered include (but not limited to) capital and financing, mortgage lending, construction, retail business, accounting and legal.

#### Fiscal Leadership:

- Oversee budgeting and the implementation of budgets to monitor progress and present financial metrics both internally and externally. Oversee the preparation and communication of monthly and annual financial reports. Provide an open reporting process to the CEO, COO and Board and the finance committee.
- Manage debt, cash flow and forecasting with reliable cash flow projection processes and a reporting mechanism that includes minimum cash threshold to meet operating needs. Develop reporting relative to debt ratios required by lenders, and maintain ratios at acceptable levels.
- Develop and utilize forward-looking predictive models and activity-based financial analyses to provide insight into operations and business plans, and partner with leadership to improve operations.
- Optimize the handling of investor and banking relationships, and initiate strategies to expand relationships as appropriate.
- Actively provide effective oversight and strategic direction for Habitat's residential mortgage lending program. Possess a strong understanding of single-family loan origination, underwriting and secondary marketing, including loan pricing, loan securitization and sales.
- Responsible for the in-depth understanding of all the revenue and expense components of the mortgage program and effectively communicate the financial performance, as well as make informed recommendations for strategic actions.
- Maintain an awareness of economic and market conditions affecting Habitat's loan portfolio and overall financial health.
- Partner with COO to evaluate Habitat's production needs and impacts of financing solutions on organization's financial situation.
- Manage and track the performance of investments in keeping with the policies and investment guidelines established by the Board or its committees.
- Oversee the Finance Director activities and accounting department and all accounts, ledgers and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and Office of Management and Budget audit requirements.

#### Team Management:

- Work in collaboration with other senior leaders reporting to the CEO to develop strategy, deliver annual plans, inspire others, provide coaching and insight to staff, and lead by example.

- Responsible for leadership development of Finance Director. An active, engaged participant in the professional development and performance management of direct report through effective goal setting and regular constructive feedback and coaching.
- Foster and cultivate a high performing team that supports Fort Collins Habitat for Humanity's mission, vision, goals and values.

**Administration:**

- Solicit and maintain adequate insurance coverage to protect the organization, its officers and employees.
- Work with the Leadership Team on the Information Technology strategy recognizing risk, systems architecture, operational efficiency and constituent management needs of the organization.
- Work with the Leadership Team on Human Resources strategy to support all affiliate staff including all employee policies, payroll, benefits administration, performance management and employee training.
- Lead the assessment of organizational risk and oversee the implementation of plans to mitigate risk.

**Key Requirements:**

- A minimum of a BS; MBA or advanced financial degree preferred.
- 10+ years of broad finance experience, plus experience in mortgage lending and compliance, financial analysis and modeling; providing guidance and making actionable recommendations to senior leadership.
- Experience managing finance for a complex organization with multiple business units or funding sources, along with administrative functions of an organization.

**SKILLS:**

- Ability to balance leadership and management roles. Self-starter and ability to work independently.
- Demonstrated experience in residential construction, personnel supervision, and supplier and program management.
- Successful project management experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively. Ability to think and act decisively.
- Exceptional communication skills.
- Sound judgment and a high level of integrity to address sensitive and confidential information and make good decisions under pressure.
- Results-oriented, accurate, with keen attention to detail.
- Self-directed; takes the initiative, proactively addresses problems; can work with minimal oversight.
- Analytical; with the ability to give, receive and interpret information to determine the root problem and bring issues to a successful conclusion.
- Positive, optimistic outlook that fosters an upbeat work environment.

**SALARY RANGE:**

\$90-\$125K depending upon experience

Please submit resume and cover letter including three references to Kristin Candella at [kcandella@fortcollinshabitat.org](mailto:kcandella@fortcollinshabitat.org)

*An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. Habitat may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.*

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### **About Fort Collins Habitat for Humanity**

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

### **About Fort Collins, Colorado**

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>  
<http://www.fortcollinschamber.com/>