



## Chief Financial and Administrative Officer

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full-Time / Exempt

**Reporting To:**

Chief Executive Officer

**Compensation/Salary Range:**

\$120,000-\$130,000

**Organization Overview**

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food, and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront’s mission is to end homelessness in Central New Jersey by harnessing the caring, resources, and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

At HomeFront, our work is organized around four core beliefs:

1. **We believe that families deserve safe, secure housing.** On any given night, HomeFront provides a roof over the head of approximately 450 individuals, the vast majority of those children. HomeFront’s housing work spans a broad continuum: emergency shelter at our Family Campus, scattered site transitional living, over 120 units of permanent affordable supportive housing, and a robust set of homelessness prevention programs that distribute nearly a million dollars a year in rental assistance for families facing eviction or homelessness.
2. **We believe that with the right tools, all families can succeed.** For families to become—and, more importantly, remain—stable, they need the tools, skills, and opportunities to keep them on track and build self-sufficiency. Life skills are interwoven throughout all that we do, but we also offer formal programming through our Hire Expectations program: educational support for adults to study for and acquire their high school equivalency; career coaching, job skills training, and workforce development to obtain and keep a job that pays a living wage; a wellness center dedicated to supporting individual and family physical and mental health with

professional practitioners; life skills programming for topics ranging from health education, nutrition and healthy eating in our Teaching Kitchen, expert-led workshops on topics such as parenting, budgeting, and coping with trauma; and life enhancements such as our therapeutic ArtSpace and SewingSpace programs, music, yoga and mindfulness, and much more.

3. **We believe that families need basic necessities to live a life with dignity.** Faced with limited resources and focusing on surviving, the families we serve often do not have the means to acquire basic necessities. We provide those resources to thousands of households a year through our Resource Network. Each year, the Resource Network distributes thousands of grocery bags from three food pantries, furnishes hundreds of apartments through our Furnish the Future program, hosts over a thousand families to “shop” for clothing, shoes, housewares, and linens at no cost at our FreeStore, provides over one million diapers and wipes from our Diaper Resource Center, serves thousands of children in our Back to School, Thanksgiving, and Holiday Wishes drives, and much more.
4. **We believe that children nurtured by love and support will grow on a path to realizing life’s possibilities.** We embrace a two-generation approach to services, recognizing that support for both parents and children are necessary for long-term family self-sufficiency. HomeFront was founded to tackle the challenges facing hungry children experiencing homelessness and children have remained at the heart of our work ever since. From intensive services at our emergency shelter to an award-winning preschool to year-round enrichment programming and more, we wrap these children in the support they need now, provide hope for a better tomorrow and open their worlds to the possibilities that await them.

With a budget of approximately \$14M and growing, a strong and dynamic leadership team and staff of over 130, thousands of active volunteers and supporters, and a passion for our work animated by the unmet need we still find in our community, HomeFront is poised for growth and will continue to refine and expand our work to achieve our mission.

### **Job Summary/Objective**

HomeFront is currently seeking an experienced organizational leader and exceptional manager to serve as Chief Financial and Administrative Officer (CFAO). The CFAO plays a critical leadership role on the HomeFront senior management team reporting directly to the CEO. The CFAO position is pivotal to the success of the agency and has two core components. The first core component is financial: ensuring the integrity and strength of HomeFront’s financial position by leading a team of professionals to uphold the highest standards of fiscal management and accountability and serving as a key thought leader across the agency on prudent and effective allocation of resources. The second core component is administrative: ensuring the agency has the proper operational practices, administrative and reporting procedures, technological, and people systems in place to ensure that HomeFront is efficient, effective, safe, and protected.

To achieve these objectives, the CFAO has direct managerial responsibility for the areas of finance and accounting, technology infrastructure, compliance and risk management, safety, and transportation. The CFAO will also do hands-on project management within these areas and will work with cross-functional teams across the agency to achieve their goals. The CFAO will be a key leader in ensuring

that the agency has the structures in place to best fulfill HomeFront's mission – to end family homelessness and break the cycle of poverty for families in our region.

The ideal candidate will bring significant nonprofit finance leadership experience and a demonstrated record of managing and enhancing the administration of a high-performing organization. The top candidate is a creative problem-solver who thrives on identifying solutions and focusing on what's possible while facilitating strong collaboration and communication across the organization. They will have experience translating strategic vision into operational success. They will be capable of expertly balancing the dual responsibility of maintaining a high-level strategic view with an ability to understand the details and be hands-on to achieve results. They will bring strong emotional intelligence, authenticity, and a proven ability to help individuals and teams achieve their full potential. In addition, the CFAO will embody and nurture a strong and inclusive culture that reflects our values.

**Essential Functions and Responsibilities:**

- Serve as thought partner to the CEO on financial and administrative matters
- Participate in the development of the agency's strategic and tactical plans, execute on key decisions, and collaborate with program and development leaders as a strategic partner
- Monitor progress and changes in financial status, keep the CEO and leadership team abreast of important developments, forecast future challenges, and make informed recommendations about resource allocations
- Develop, enhance, implement, and enforce policies and procedures of the organization to improve the overall operations and effectiveness of the agency
- Develop annual budget through an inclusive process that takes varied stakeholder feedback into account and manage accountability to budget goals throughout the year
- Establish credibility throughout the agency and with the Board as effective developer of solutions to organizational challenges
- Evaluate and advise on the impact of programs, strategies, regulatory actions and give financial perspective on any contracts into which HomeFront may enter
- Plan, develop, organize, implement, direct, and evaluate organization's fiscal, administrative, and regulatory function and performance
- With the COO, lead execution of HomeFront's strategic, annual, and financial plans to meet organizational goals
- Provide support and instruction to managers regarding strategic deployment of organizational resources
- Provide timely and accurate analysis of Finance/Budget, IT, Compliance and Risk Management, Safety, and Transportation reports and trends in order to assist the CEO, Board and other senior management team members
- Support all teams in managing grants in accordance to the terms stipulated in the grant contract
- Directly responsible for managing the following initiatives and teams: Finance, Information Technology, Compliance and Risk Management, Safety, and Transportation. In that capacity, the CFAO is responsible for:
  - Ensuring a high level of service to internal and external constituencies
  - Clarifying roles and responsibilities

- Developing and implementing training programs to reach optimal agency and individual goals
- Evaluating department structures and team plans for continual improvement of the efficiency and effectiveness of the group
- Providing individuals with professional and personal growth
- Partnering with program leaders regarding best practices to support program operations

and other duties as assigned. A summary of the responsibilities of the teams reporting to the CFAO are attached as an addendum.

**Competencies:**

- Demonstrated ability to think strategically and critically, utilizing keen analytic and problem-solving skills
- Strong leadership skills with experience in building teams and scaling up organizations; ability to connect a diverse range of staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team to put people in a position to succeed
- Skilled and experienced in organizational development, budget and resource development, and strategic planning
- Flexible and able to multitask; can work within a fast-moving environment while also driving toward clarity and solutions
- Demonstrated resourcefulness and creativity in setting priorities, anticipating needs, and guiding investment in people and systems
- Ability to diagnose and solve business problems expeditiously and proactively, facilitated by a solid grasp of data analysis and performance metrics
- Strong verbal and written communications skills including the ability to communicate in an ethical and sensitive manner, clearly express goals and objectives, and establish mechanisms to encourage the constant exchange of ideas and information up, down, and across the organization
- Emotional intelligence, integrity, credibility, humility, and a commitment to service and HomeFront’s mission

**Required Education and Experience:**

- Deep belief in the core values of HomeFront and passion about our mission
- Bachelor’s degree in accounting, finance, business administration, or similar related field
- At least three years’ experience in a leadership role managing the financial, regulatory, and administrative aspects of a medium-size agency, with a preference for experience in the non-profit arena
- Technologically savvy, including high proficiency in MS Office Suite, with a demonstrated ability to utilize technology solutions to increase innovation and efficiency and utilize business software applications to synthesize data and information to provide strategic and operational insights
- Experience supervising staff and supporting teams to achieve results

**Preferred Education and Experience:**

- Experience in the non-profit finance sector including working with executive teams, non-profit Board members and other volunteers
- Experience in risk management, transportation, safety, and purchasing
- Masters Degree in accounting, finance, business administration, or similar related field, or related professional licensure/certification

**Compensation**

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a growing, highly-respected organization. We are seeking an individual of outstanding quality with a respected track record. The compensation range for this position will be \$120,000-\$130,000, commensurate with experience and expertise. HomeFront offers all employees a competitive benefits package that includes health, dental, 401(k), and vacation benefits.

**Physical Demands:**

Prolonged periods sitting at a desk and working on a computer. Requires eye-hand coordination and manual dexterity to operate office equipment such as computer, keyboard, copier, scanner, and telephone. May be exposed to weather conditions prevalent at the time while traveling.

**Travel:**

Frequent local travel to variety of HomeFront sites across Mercer County during normal work hours can be expected for the position. Occasional overnight travel expected.

**Disclaimer:**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

**Addendum:**

Detail on the responsibilities within the CFAO's areas of direct managerial responsibility:

- Accounting, Finance, and Post-Award Grant Management – *four FT staff members*
  - Oversee all accounting, financial and fiscal actions of the agency and manage in accordance with generally accepted accounting and finance principles as issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations as appropriate within the non-profit industry
  - Lead short and long-term financial planning in support of the agency's mission and strategic plans

- Administer a system to ensure high-quality project/program and grant accounting to ensure compliance with grant and funder requirements
- Create, monitor, and manage budget and provide technical financial advice, continual improvement of budgeting processes and knowledge to others
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies
- *Technology – FT on-site staff member, contracted service provider*
  - Evaluate HomeFront’s technology and information needs to support the overall effectiveness and efficiency of the agency, research products available, and designate processes to best meet those needs
  - Analyze complex business needs presented by the user community and clients and recommend technical solutions. Develop plans for implementation of new projects, coordinating process with program managers
  - Manage relationship with HomeFront’s IT services and support outsource partner
  - Maintain awareness of changing IT trends and regulations that might impact HomeFront and take proactive/corrective action as required
  - Maintain complete and secure backups of all computer and data systems
- *Compliance and Risk Management – FT Compliance Director*
  - Create a culture of compliance across the agency and model appropriate behaviors. Areas to be considered include but are not limited to grant requirements, contract terms and conditions, licensing requirements, document retention and other matters as necessary
  - Ensure that HomeFront has appropriate levels of liability insurance, captures cause and effect of all incidents across the agency, and ensures appropriate training
  - Lead risk management efforts across the agency to monitor and minimize potential risks and implements preventative and corrective actions as needed
- *Safety and Emergency Preparedness – PT Safety Consultant*
  - Create, maintain, and enforce the HomeFront emergency plan, including facility-specific plans
  - Coordinate and ensure completion of staff safety training and safety drills (fire drills, etc.)
  - Maintain awareness of changing safety trends and regulations that might impact HomeFront and take proactive/corrective action as required
  - Complete physical inspections to ensure safety standards are maintained in all HomeFront facilities
- *Transportation and Purchasing – FT Transportation/Purchasing Manager*
  - Ensure most efficient and cost-effective transportation practices are in force

- Maintain knowledge of regulations related to driver requirements, licensing, and client and employee transport
- Ensure compliance with administrative policies and procedures, safety rules, medical certifications, MVC and government regulations
- Train and provide training resources to transportation team
- Direct all maintenance, repair, and replacement of all HomeFront vehicles
- Collaborate with managers to develop and implement policies, procedures, goals and objectives to meet all agency transportation needs
- Purchase goods and services according to the agency's policies and procedures
- Evaluate vendors based on price, reliability, and previous transaction history
- Lead efforts to bid out significant vendor contracts and maintain relationships with vendors
- Coordinate with managers to maintain inventory levels of essential goods and material