Chief Financial Officer

Organization Summary:

Lutheran Immigration and Refugee Service (LIRS) is a national faith-based organization with an 80 year history, a budget of approximately $58 million per year, and over 80 staff.

For several decades the organization has received the vast majority of its funding from the federal government and has developed widely-recognized expertise in implementing federal programs on behalf of refugees and migrants living within the borders of the United States. Working with and through partners across the country, LIRS resettles refugees, reunites children with their families or provides loving homes for them, conducts policy advocacy, and pursues humanitarian alternatives to the immigration detention system.

Position Summary:

Reporting to the President and CEO and serving as an integral member of the leadership team, the Chief Financial Officer (CFO) is responsible for the development of LIRS’ financial management strategy and contributing to the development of the organization’s strategic goals. In addition to the strategic components, the CFO is accountable for the financial, information technology, risk management, and loan operations of the organization, to include ongoing development and monitoring of control systems designed to preserve organizational integrity and report accurate financial results.

Key Areas of Responsibility:

- Advises the president and other key members of the leadership team on financial planning, budgeting, cash flow, funding priorities, strategic planning and policy matters.
- Serves as the financial liaison to the board; effectively communicates and presents critical financial matters at select board of directors and committee meetings. Also acts as chief liaison to the Finance & Investment Committee as well the Audit Committee.
- Contributes to the development of LIRS’ strategic goals and objectives as well as the overall management of the organization.
- Maintains continuous lines of communication, keeping the president informed of all critical issues.
- Represents the organization externally, as necessary, particularly in banking and lease negotiations.
- Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies, and regulatory action.
- Develops credibility for the finance and administration department by providing timely and accurate analyses of budgets, financial reports and financial trends, in order to assist the CEO/President, the Board and other senior executives in performing their responsibilities.
- Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying
opportunities for improvement, cost reduction, and systems enhancement; and accumulating capital to fund expansion.

- Monitors financial performance by measuring and analyzing results; initiating corrective actions; and minimizing the impact of variances.
- Understands and mitigates key elements of the organization's risk profile and monitors legal issues affecting the industry. Ensures that LIRS complies with all legal and regulatory requirements.
- Ensures that the financial procedures and systems meet the requirements of auditors and government agencies.
- Reports risk issues to the audit committee of the board of directors.
- Maintains relations with external auditors and investigates their findings and recommendations.
- Advises from the financial perspective on any contracts into which the organization may enter.
- Updates job knowledge by: remaining aware of new regulations; participating in educational opportunities; maintaining professional networks; participating in national conferences and seminars related to non-profit business management.
- Provides technical financial advice and knowledge to others within the financial discipline.
- Continues to improve the budgeting process through education of department managers on financial issues impacting department budgets.
- Evaluates the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provides individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.

Qualifications and Requirements:

- Bachelor’s degree from an accredited institution. Master’s degree preferred. CPA required.
- Minimum ten (10) years’ experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization.
- Experience in a nonprofit organization; strong knowledge of US government grant-making regulations, investments, non-profit fundraising and risk management.
- Community Development Financial Institution or loans experience a plus.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- Superior management skills; ability to influence and engage direct and indirect reports and peers.
- Self-reliant, good problem solver, results-oriented; entrepreneurial team player.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, LIRS’ board of directors, and staff.
- Ability to operate as an effective tactical as well as strategic thinker.
- Experience with and commitment to working in a very diverse workforce.
- Commitment to LIRS’s core mission and values and an ability to model those values in relationship with colleagues and partners; commitment to refugees and immigrants.
LIRS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.