

Job Announcement

National Fair Housing Alliance Vice President of Finance

(Posted: January, 2024)

*(Preference for 1-2 days in Washington, DC office;
remote considered for exceptional candidate living elsewhere in USA)*

The National Fair Housing Alliance has retained Slesinger Management Services to recruit an experienced nonprofit accounting professional with strong financial management skills to serve as vice president of finance. This is an outstanding opportunity for a finance leader with a proven track record of creative problem-solving and change management to develop exceptional financial systems for a fast-growing, mission-driven, nonprofit organization that in 2024 will have a budget of \$19 million and a staff of 40.

Applications will be accepted until this search is completed. To see if the search is still active, please see www.SlesingerManagement.com.

The Organization

The National Fair Housing Alliance (NFHA) is a nonpartisan educational and advocacy civil rights organization whose mission is to eliminate housing discrimination and ensure equitable housing opportunities for all people and communities. Its programs and services – often carried out with and through its membership made up of 200 fair housing organizations and state and local civil rights agencies throughout the United States – encompass education and outreach, member services, public policy, advocacy, housing and community development, responsible AI, enforcement, and consulting and compliance.

Founded in 1988, NFHA will have a budget of \$19 million in 2024 and a staff of 40. Funding comes primarily from grants from private foundations and corporations, U.S. government contracts and grants (HUD), consulting work, and settlement fees from successful lawsuits.

Many NFHA staff currently work remotely, from home offices in the Washington, DC, metro area and other locations throughout the country. Given the nature of this position, it is preferred that the next vice president of finance work in the Washington, DC, office (at 1331 Pennsylvania Avenue, NW) one to two days per week. However, remote work from a location outside the Washington, DC, metro area would be considered for an exceptionally compelling candidate who can come to Washington at least quarterly.

For more information about NFHA, please go to www.nationalfairhousing.org.

The Position and its Principal Responsibilities

Reporting directly to the chief operating officer, the vice president of finance is responsible for providing leadership for NFHA's financial functions, ensuring the organization's fiscal health.

Key responsibilities include:

1. Overseeing and administering NFHA's financial, risk management, and IT activities, including implementing sound processes and systems.
2. Leading a finance and accounting department of two other fulltime staff, including developing and growing the staff.
3. Serving as a strategic business partner to the CEO, the COO, other senior staff, and the board of directors, including assessing the financial implications of key opportunities and decisions the organization is considering.
4. Evaluating all current procedures and processes related to the organization's financial management, and identifying improvements as necessary. Improvements will entail implementing new technology solutions, including replacing the current accounting software (Microsoft Dynamics GP) with one that can better accommodate NFHA's needs to track gifts, donations, restricted grants, consulting contracts, and litigation expenses.
5. Directing the creation of the annual budget, including guiding department leads, and then tracking actual versus planned activity throughout the year by producing monthly and other periodic financial reports and analyzing financial performance.
6. Working with program staff to create, manage, and report on budgets for private foundations and government grants as well as consulting engagements.
7. Managing timely completion of the annual audit and 990 processes, overseeing the outside audit firm, providing financial data, and coordinating engagement of relevant board committees.
8. Serving as primary staff liaison to the board's finance and audit committees and to outside investment advisors.
9. Ensuring organizational risk management through cashflow forecasting, business insurance oversight, retirement system supervision, and local, state, and federal government compliance.
10. Planning and overseeing the organization's use of information technology, including ensuring quality service from the outsourced IT provider.

Desired Skills and Characteristics

As the person overseeing NFHA's financial management, the VP of finance should be:

1. Highly experienced in financial management at organizations with budgets greater than \$10 million, and revenue that comes from foundations and US government agencies, both of which are often for restricted purposes and have detailed compliance and reporting requirements. Experience working for a nonprofit is highly desirable.
2. Deeply proficient in accounting, including strong knowledge of GAAP standards as well as evolving FASB rules for nonprofit organizations.
3. Able to think strategically, providing the CEO, the COO, and the rest of the senior team with sound analysis and advice as the organization considers new opportunities and new ways of carrying out its mission.

4. Fully up-to-date with the best ways to use technology to make organizational systems operate as efficiently and effectively as possible.
5. In possession of advanced technology skills, with the ability and knowledge to oversee the IT work carried out by an outsourced firm.
6. A superb communicator, orally and in writing, including presenting and explaining financial and other quantitative data to staff and board.
7. Collegial and open. The VP of finance must have a personality and work style that ensures that the internal atmosphere will be open and collaborative.
8. Comfortable with a hands-on job, understanding that the finance and accounting department is a three-person unit.
9. Fully supportive of NFHA's commitment to diversity, inclusion, and equity.
10. Unequivocally supportive of the mission of the organization, demonstrated ideally through professional, volunteer, or personal experiences.

Compensation

The anticipated salary will be \$140,000 to \$160,000, plus a comprehensive benefits package that includes:

- 100% paid health coverage (including dental and vision) for the employee AND family.
- 100% paid life, long-term disability, and long-term care insurance.
- Generous employer contribution to a 403(b) retirement plan.
- Comprehensive paid time-off benefits, including 25 days of vacation and personal days, plus holidays and sick leave.

To Apply

Please e-mail:

1. cover letter that explains why you are interested in and qualified for this job, and
2. resume

to search consultant Larry Slesinger, Founder and CEO of Slesinger Management Services, at Larry@SlesingerManagement.com.

Please include "NFHA" in subject line.

Questions: Contact Larry Slesinger by email.

NFHA is an Equal Opportunity Employer.