



www.makewayforbooks.org  
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**POSITION DESCRIPTION:** Chief Finance Officer (CFO)  
**REPORTS TO:** Chief Executive Officer (CEO)  
**SUPERVISES:** Assigned Staff  
**FLSA STATUS:** Exempt  
**CATEGORY:** Staff – Regular  
**FULL TIME/PART TIME:** Full Time (1.0 FTE)  
**SALARY RANGE:** \$ DOE

### **Position Summary**

The CFO will play a crucial role in overseeing all aspects of financial planning, budgeting, reporting, grant management, and compliance to ensure the long-term financial sustainability and success of our organization.

### **Key Responsibilities:**

#### **1. Financial Strategy and Planning:**

- Develop and implement financial strategies to support the organization's mission and goals.
- Lead the annual budgeting process and ensure alignment with strategic objectives.
- Provide financial analysis and recommendations to the CEO and Board of Directors to support decision-making.

#### **2. Financial Management:**

- Oversee day-to-day financial operations, including accounting, payroll, accounts payable/receivable, and cash management.
- Monitor financial performance against budget and forecast variances, identifying areas for improvement and risk mitigation.
- Ensure compliance with all relevant financial regulations and reporting requirements.



### 3. **Grant Management:**

- Monitor grant budgets, expenditures, and reporting to ensure accurate tracking and reporting of grant funds.
- Collaborate with program managers to develop grant budgets and financial reports that align with programmatic objectives.
- Work in partnership with development leadership to develop and implement grant management policies, procedures, and systems to effectively manage grant funds.
- Coordinate grant proposal submissions, ensuring compliance with funder requirements and deadlines.

### 4. **Risk Management and Compliance:**

- Establish and maintain internal controls to safeguard assets and ensure accurate financial reporting.
- Coordinate audits and other financial reviews, liaising with external auditors and regulatory agencies as necessary.
- Stay abreast of changes in accounting standards, tax laws, and nonprofit regulations to ensure compliance and mitigate risks.

### 5. **Financial Reporting and Analysis:**

- Prepare timely and accurate financial reports for internal stakeholders, the Board of Directors, and external funders.
- Conduct financial analysis to assess the organization's financial health, identify trends, and make recommendations for improvement.
- Present financial information in a clear and concise manner to non-financial stakeholders.

### 6. **Strategic Partnerships and Fundraising:**

- Collaborate with the CEO and Development team to develop and implement fundraising strategies.
- Provide financial expertise and support in grant proposal development, donor stewardship, and fundraising events.
- Cultivate relationships with funders, donors, and financial partners to enhance the organization's financial resources.



**Qualifications:**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field (Master's degree preferred).
- CPA certification highly desirable.
- Minimum of 5 years of progressive experience in financial management, preferably in the nonprofit sector.
- Strong knowledge of nonprofit accounting principles, regulations, and compliance requirements.
- Experience in grant management, including grant proposal development, budgeting, reporting, and compliance.
- Proven track record of financial leadership, strategic planning, and budget management.
- Excellent analytical, problem-solving, and decision-making skills.
- Ability to communicate effectively with diverse stakeholders, both verbally and in writing.
- High level of integrity, professionalism, and commitment to the organization's mission.

**Benefits:**

- Competitive salary and benefits package.
- Opportunity to make a meaningful impact in the community.
- Collaborative and supportive work environment.
- Professional development opportunities.

Make Way for Books is an equal opportunity employer and encourages individuals from diverse backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE ESSENTIAL DUTIES PERFORMED BY INCUMBENTS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO PERFORM OTHER JOB-RELATED TASKS OTHER THAN THOSE SPECIFICALLY PRESENTED IN THIS DESCRIPTION.

**PRE-EMPLOYMENT SCREENINGS**

Make Way for Books conducts pre-employment screenings for all positions, which may include a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States. Make Way for Books is an EEO/AA – M/W/D/V Employer.

# Make Way for Books

Make Way for Books does not and shall not discriminate on the basis of race, color, ethnicity, religion (creed), gender, gender expression, gender identity, age, national origin (ancestry), citizenship, economic circumstances, disability, marital status, familial status, sexual orientation, veteran status, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of programs and services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors. All MWFB staff members are expected to join with and uphold this commitment.

**To apply:** Please apply at [www.makewayforbooks.org/careers](http://www.makewayforbooks.org/careers). The interview process will include multiple interviews and a presentation. The position will remain open until a qualified candidate is hired. Please, no phone calls.