

**Recruitment Profile
for**

Chief Financial Officer



ACLU of North Carolina

April 2019

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title: Chief Financial Officer

Organization: American Civil Liberties Union (ACLU) of North Carolina

Reports to: Executive Director

Location: Raleigh, NC

ORGANIZATION OVERVIEW:

Whether it's reforming a broken and racially biased criminal justice system, advancing immigrant rights, preserving the right to vote, defending reproductive freedom, protecting freedom of speech and religion, or achieving full equality for LGBTQ people, the American Civil Liberties Union (ACLU) takes up the most important civil liberties cases and issues to defend all people from government abuse and overreach.

Since 1965 the ACLU of North Carolina has been the state's guardian of liberty – working in courts, the General Assembly, and communities to protect and advance rights and civil liberties for all North Carolinians. A state-wide affiliate of the national ACLU, the ACLU of North Carolina (ACLU-NC) is a nonprofit, nonpartisan organization with more than 20,000 members across the state.

ACLU-NC is comprised of two legal entities: the ACLU of North Carolina, a 501(c)(4) membership organization, and the ACLU of North Carolina Legal Foundation, a 501(c)(3) organization that coordinates and carries out legal and educational work around civil liberties issues. The ACLU-NC receives no government funding and does not charge its clients for legal representation. Its work depends entirely on private donations, bequests, and court-awarded legal fees earned in successful cases.

Combined fundraising revenue from the 501(c)(3) and (c)(4) organizations has grown to roughly \$3.6 million per year, and the team has expanded to 23 people. This represents a nearly tripling in staff size over the last three years. In addition to a central office in Raleigh, ACLU-NC has remote staff in working in both Charlotte and Wilmington. The ACLU of North Carolina is governed by a 26-member, volunteer Board of Directors, representing a cross-section of leaders from North Carolina's legal, business, education, and philanthropic communities.

For more information about the organization and its work, visit www.acluofnorthcarolina.org

REPORTING:

This position reports to the Executive Director and will supervise one fulltime finance associate to be hired after the CFO joins.

THE POSITION:

The Chief Financial Officer will be tasked with ensuring smooth and efficient functioning of the organization by implementing and maintaining sound fiscal procedures and practices, maintaining a robust operations infrastructure, including risk management, and facilitating a collaborative, strategic, and efficient workflow across functional areas and teams.

The CFO will be a member of ACLU-NC's senior leadership team, along with the Legal Director, the Political Director, and heads of Operations, Communications, and Fundraising. This person will have primary responsibility for three core functional areas: financial management, infrastructure and process improvement, and risk management. In addition to these specific areas of accountability, the CFO will function as a strategic and thought partner to the Executive Director in planning for the future success of the organization.

PRIMARY RESPONSIBILITIES:

Financial Management

- Manage the organization's accounting processes, including reviewing, approving, and analyzing monthly income and expense reports;
- Monitor the financial performance of the organization;
- Prepare the annual budget in conjunction with the Board's Finance and Audit Committee, the Executive Director, and project and department directors;
- Prepare and consistently update long-range financial cash flow projections;
- Oversee the annual audit and quarterly tax reporting and serve as primary liaison with the independent auditors;
- Design and implement financial management systems to guide the current and projected operations of the organization;
- Monitor a diversified investment portfolio that is managed by a third-party investment advisor in collaboration with the Finance Committee;
- Working with the Director of Philanthropy, coordinate donations between the general ledger, the development database, and the National ACLU's records;
- Prepare budgets for grant proposals and financial statements for grant reports;
- Prepare monthly reports on the cash flow of grants received and spent for the Executive Director and the relevant department directors.

Process & Infrastructure Improvement

- Develop, maintain, and update organizational policies and procedures to facilitate strategic goals and priorities, including racial equity and inclusion;
- Oversee employee recruitment process and compliance with established equity and inclusion standards. Prepare reports for the national ACLU office, the Board, and to staff as required;
- In collaboration with directors and supervisors, orient new staff members to the organization and help generate professional development opportunities;
- On an annual basis, review health care costs, research health care plan adequacy, survey staff to determine needs, and recommend modifications to the Executive Director;
- Address other human resource process improvements as appropriate, keeping the Executive Director apprised;
- Assist the Executive Director in maintaining a strong team spirit within the office.

Risk Management

- Maintain the organization's professional and liability insurance;
- Manage outside contracts with vendors as needed;
- Develop, implement, and monitor emergency response and disaster recovery protocols for the organization, covering the central office as well as remote staff and locations.

CANDIDATE QUALIFICATIONS

This Chief Financial Officer role is a newly structured position, reflecting the needs of a successful organization with a staff that has nearly tripled in size since 2016. The Chief Financial Officer (CFO) will be an experienced financial manager who will help shape the future of the ACLU-NC and increase the effectiveness and capacity of the organization.

Successful candidates must have:

- Demonstrated skills in budget management, accounting, internal controls, and financial analysis, (including scenario planning);
- Previous management experience, including supervising staff, managing budgets, working effectively with other professional staff;
- Firm commitment to the mission and principles of the American Civil Liberties Union;
- Bachelor's degree or relevant training or experience in business, accounting, or financial management;
- CPA accreditation or 3 to 5 years of financial management experience in a significant managerial role;
- Ability to effectively juggle multiple priorities and projects at various stages of completion;
- Excellent organizational and problem-solving skills, including a keen attention to detail;
- Work experience that demonstrates a confident and professional work style and an ability to work creatively and independently;
- Ability to work effectively across ages, races, socio-economic statuses, ethnicities, sexual orientations and gender identities/expressions;
- Proficiency with QuickBooks accounting software and Excel;
- Strong command of investment principles preferred.

OPPORTUNITY:

This financial and organizational leader will join a dedicated and growing team of nonprofit professionals who are dedicated to the ACLU of North Carolina's mission of advancing justice and protecting civil rights. She/He/They will become part of one of the most important legal organizations in country at a time when its work has never been more critical. In addition to improving and professionalizing financial systems, controls, and oversight, this person will act as a key partner to the Executive Director in building a successful and sustainable nonprofit organization. The new CFO will be part of an organization doing vital legal and social justice advocacy that has a direct impact on the lives its constituents.

TO APPLY:

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the ACLU of North Carolina. The ACLU of North Carolina is an equal opportunity employer. A diverse workforce and an inclusive culture is valued. The ACLU of North Carolina and Kevin Chase Executive Search Group encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

We are pleased to answer any questions or supply further information. Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, to:

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All inquiries or referrals will be held in strict confidence.

Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.

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