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## Position Announcement – Chief Financial Officer

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### Opportunity:

The National Network of Public Health Institutes (NNPHI) is an active network comprised of forty-four member public health institutes (and growing) and ten regional public health training centers spanning all ten Health and Human Services regions. Public health institutes are nonprofit organizations that improve the public's health by fostering innovation, leveraging resources, and building partnerships across sectors, including government agencies, communities, the health care delivery system, media, and academia. NNPHI and its member institutes collaborate to implement public health policy and program initiatives throughout all 50 states. NNPHI offices are located in New Orleans and Washington, DC, with additional staff in Atlanta.

The NNPHI mission is to support national public health system initiatives and strengthen public health institutes to promote multi-sector activities resulting in measurable improvements of public health structures, systems, and outcomes. NNPHI's vision is innovation-fostering public health institutes across the nation collaborating to improve population health.

The organization collaborates with its member public health institutes and a wide range of national, state and local partners to support public health initiatives. These collaborative efforts promote health equity, support public health and health systems collaboration, build capacity of the public health system, encourage health in all policies, and promote evidence-based public health practice. Additional information about NNPHI's program areas and collaborative efforts with public health institutes is available at [www.nnphi.org](http://www.nnphi.org).

### Position Summary:

Reporting directly to the President and CEO, as a member of the Senior Leadership Team, the Chief Financial Officer (CFO) will define and implement the infrastructure/systems needed to support the continued growth of NNPHI. S\he will continue to build and lead effective and streamlined administrative/financial systems, including financial, accounting, legal, operations, and human resources. This position is based in NNPHI's New Orleans office, and requires domestic travel of approximately 25%.

### Primary Responsibilities

- Share in overall responsibility for the implementation of NNPHI strategic directions and addresses critical strategic issues in financial and operational matters.
- Collaborate with CEO, Chief Program Officer, and the Chief Strategy Officer to lead the organization in goals development, coaching, performance assessment, and the identification and

filling of skills and capacity gaps.

- Provide leadership and subject matter expertise based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Oversee long-term budgetary planning and cost management in alignment with NNPHI's strategic plan.
- Engage the NNPHI board of directors finance committee around issues, trends, reporting, audit and other fiscal and/or operational matters.
- Perform all required activities in order to close the books on a monthly basis and generate monthly financials for CEO
- Foster a high-performance culture characterized by service leadership, collaboration and transparency that result in strong team morale, effective talent utilization, and partnership across functional areas of the organization.
- Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Assist in the development of pricing/rate scales to support fee-for-service and contracting practices.
- Ensure staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
- Lead the preparation and approval process for all financial reporting and metrics; prepare and communicate monthly and annual financial statements.
- Provide oversight for documentation and management of office leasing for all NNPHI offices.
- Maintain appropriate insurance coverage to support the day-to-day organizational operations including general liability, property, D&O.
- Manage cash flow and forecasting; direct all financial, project-based, and portfolio accounting.
- Lead the administration of NNPHI's 401k employee benefit program.
- Oversee all auditing activities including 990 preparation and other year-end filings.
- Evaluate and oversee all benefits negotiations to provide the most competitive, cost effective packages for NNPHI employees.
- Share responsibility with Senior Leadership Team to co-create vision that inspires staff and network affiliates to engage and share time, talent and treasure enabling network expansion.
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.
- Collaborate with CEO, Chief Program Officer and Chief Strategy Officer to develop financial strategies that promote NNPHI's long-term sustainability.
- Maintain all financial schedules, including schedules of receivables, payables, deferred revenue and others as required.
- Review all formal finance, human resource, and IT related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.

**Qualifications:**

**Position Announcement – Chief Financial Officer**

The CFO will be a seasoned and mature leader with at least 12+ years of professional experience in a mission-driven environment, including audit and managing the finance and administration of a high-growth organization (preference given to national nonprofit experience). S/he will have experience implementing systems that support efficiency and growth in high productivity organization.

Additional qualifications include:

- A minimum of a Bachelor's degree MBA and CPA preferred
- Strong interpersonal skills and ability to work effectively on a team and with diverse partners.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- A hands-on leader with integrity and desire to work in a dynamic, mission-driven environment.
- Experience in a fast-paced, entrepreneurial environment: Flexibility with an ability to maneuver effectively in the face of uncertainty and transition.
- A collaborative and detail-oriented person that is able carryout his/her role while acting as a "resource advisor" to other NNPHI staff.
- Ability to think strategically with broad vision for designing and implementing financial and administrative systems for long term sustainability and growth.
- Extensive experience in nonprofit management. If coming from a for-profit organization, then extensive nonprofit board experience preferred.
- General knowledge and familiarity with political and budget contexts at the federal, state, tribal, and local levels.
- Strong customer service skills; must possess a "can do" and team oriented attitude. Responds with a sense of urgency, solicits feedback to improve service, responds to requests for assistance and meets commitments.
- Excellent interpersonal skills both in person and by phone, including high-level diplomacy and an ability to propose a "third way" in resolving conflicts.
- Ability to manage multiple projects while setting appropriate priorities to achieve goals. Includes ability to adapt to changes in the work environment, manage competing demands and be able to deal with frequent change, delays or unexpected events.
- Excellent organizational skills and attention to detail. Ability to stay motivated, organized and productive in a fast-paced work environment. Ability to organize work to use time effectively and efficiently and regularly meets project deadlines.
- Ability to collaborate with teams and define personal roles and responsibilities; which includes the ability to extrapolate plans and create results through critical thinking and exercising sound judgment.
- Proactive, professional and positive verbal and written communication skills. Ability to give clear, concise directions.
- Ability to communicate financial information and concepts to non-finance personnel
- Ability to maintain professionalism at all times.
- Excellent oral presentation skills, with small groups and large professional audiences.
- Direct experience or familiarity with contracting, Cooperative Agreement and other federal grant and contracting mechanisms (e.g., IDIQ).

- Experience in utilizing fund accounting systems and understanding how to utilize the accounting IS for data-driven and informed decision making
- Proficiency in office and accounting systems and software, such as MS Word, Excel, PowerPoint, Outlook, Abila/Sage/MIP etc.

**Salary/Benefits:**

1. Salary range of \$95,000-\$125,000, commensurate with education and experience.
2. NNPHI offers a highly competitive and benefits package, including medical/dental/vision/FSA/parking/transportation, generous retirement contributions and PTO.

Please send CV, cover letter, salary requirement and three professional references to: [hr@nnphi.org](mailto:hr@nnphi.org)  
Subject line: Attn: *Chief Financial Officer*

***Equal Opportunity Employer***