



Position Profile

Prepared by Robert Half - Executive Search

Head of Finance & Administration

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Company Information

The California Fire Safe Council (CFSC) is a 501c3 non-profit organization based in Sacramento, California. Our mission is to support community-led wildfire resilience efforts across the State of California through technical assistance, education, and grant-making. CFSC supports a network of over 300 local Fire Safe Councils performing critical wildfire mitigation, education, and preparedness activities in their communities. CFSC administers funding from federal, state, and private sources, delivering funds efficiently and compliantly to local community organizations for the planning and implementation of wildfire prevention activities such as defensible space, home hardening, fuels management, community fire planning, and education. CFSC also provides extensive technical assistance to grantees and local mitigation groups to support the implementation of successful mitigation and preparedness activities. Since 2004, CFSC has provided more than 1,200 grants totaling more than \$125M to build a wildfire and climate resilient California.

With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local Fire Safe Councils and to fund and facilitate efforts in community wildfire preparedness, education, and mitigation. Through strong partnerships, skilled grant administration, and community-led action, CFSC builds wildfire-adapted communities throughout California.

CFSC's values:

Transparency, collaboration, and accountability
Diversity, equity, inclusion, and justice
Intentional Communication
Cultivating a Team Atmosphere
Commitment to Quality & Improvement

For additional information, please visit: www.cafiresafecouncil.org

Position Information

This position is a newly created Head of Finance & Administration at CFSC. While the organization is based in McClellan, California, the successful candidate will be able to work in a hybrid environment, with the leadership working together in the office the middle part of most weeks (Tuesday-Wednesday-Thursday). The successful candidate will report to Dr. Jacy Hyde, Executive Director, and act as the Deputy Director overseeing Finance and Administration.

The Head of Finance & Administration will work closely with other functional leaders and have oversight of the Business and Operations team, which includes Finance, HR, and IT, as well as the coordination with an external auditing services firm.

The primary function of this position is to be responsible for the management, leadership, and direction of the finance and administration team, inclusive of: establishing and maintaining financial procedures and controls; federal and state grant funding administration; establishing and overseeing a development and fundraising team; completing accurate financial reports; implementing best practices for non-profit finance; and ensuring detailed data analysis, budgets, and information is available which can be utilized to inform key managers and drive improved operating results.

Compensation for this role is a base ranging between \$140,000 - \$155,000. Benefits include medical, dental, and vision insurance; professional development opportunities; IRA match up to 3%; 13 paid holidays; paid vacation (starts at 80 hours); 2 personal days per year; and paid sick leave.

Key Responsibilities

Some of the key responsibilities and attributes of the position include:

The Head of Finance & Administration is responsible for directing the fiscal functions of the organization in accordance with Generally Accepted Accounting Principles (GAAP), applicable laws and regulations, and in accordance with financial management techniques and best practices appropriate within the non-profit sector and for recipients of public funds. They will partner with the Executive Director to develop and implement financial management and oversight strategies across the organization, as well as assist in the financial modelling and review of new business development efforts.

This position will work closely with the leaders of CFSC to develop annual budgets, provide monitoring and oversight, and undertake financial planning activities. The Head of Finance & Administration will oversee the compliant administration for public (federal and state) and private contracts and grants. They will also assess and evaluate the financial performance of the organization regarding long-term operational goals, cash flow, budgets, and forecasts. They will also be responsible for building and overseeing a development and fundraising function. This position also oversees the Human Resources and Information Technology functions. Reporting directly to the Executive Director, the Head of Finance & Administration will be required to be in the McClellan office at a minimum of two to three days per week. Key duties include:

Supervision and Leadership

- Establish, implement, and monitor strategic and operational plans for the finance and administration division
- Directly supervise Business and Operations Officer and their staff (Finance and IT); and a Human Resources and Administrative Specialist
- Hire, train, mentor, manage, and develop staff in the division
- Manage contract support for the division, including an external HR firm and an independent auditor
- Establish and oversee a Fundraising and Development Team

Financial Management

- Plan, organize, implement, direct, and evaluate the organization's fiscal function and performance
- Oversee the organization's accounting and financial processes in accordance with GAAP, public funding requirements, and best practices, with the responsibility to:
 - Enhance and/or develop, implement, and enforce policies and procedures that improve the overall financial operation of the organization
 - Prepare and negotiate federal indirect cost rate and fringe benefit rates, as needed
 - Oversee routine accounting processes including accounts payable, payroll, the month-end and year-end close processes, ensuring expenses are allocated to the correct funding source, etc.
 - Develop and monitor capital expenditure budget, while considering project viability and cost, financing cost, cash flow, and return on investment
 - Maintain outstanding banking relationships and initiate appropriate strategies to enhance cash position
 - Represent the organization to banks, auditors, and other appropriate external parties
 - Monitor compliance with bank covenants as required and communicate results to senior management
 - Collect, monitor, and distribute reports and other information relevant to the investment portfolio, if applicable
- Strategically manage financial functions, with responsibility to:
 - Analyze cash flow, cost controls, and expenses to guide business decisions and identify areas of concern
 - Provide strategic financial input on decision-making issues affecting the organization (i.e., new programs, evaluation of potential partnerships and funding opportunities)
 - Development outreach to sustain funding and/or fundraising with foundations, Master Grant funders, and private donors
 - Help to identify opportunities for growth and expansion of revenue and work with the Executive Director and senior management to implement and sustain new programmatic areas
 - Advise the CFSC's senior management team on internal controls and processes, and actively coordinate across departments to ensure compliance and implementation
 - Provide ongoing support to program and departmental leadership around business development and budgeting best practices
- Reporting, with the responsibility to:
 - Provide timely and accurate analyses of budgets, financial reports, and financial trends in order to assist the Executive Director, Board of Directors, and other senior managers in financial planning and decision making
 - Preparing quarterly and annual program reports to federal, state, and private funders
 - Oversee the preparation and timely filing of all state and federal tax returns

- Compliance and monitoring
 - Oversee all compliance and administration for public (federal and state) and private contracts and grants, including any associated subcontracts
 - Ensure legal and regulatory compliance regarding all financial functions
 - Oversee the preparation and implementation of the annual financial audit and any required corrective action, if applicable
 - Review, monitor, and update (where appropriate) all financial processes and documentation to ensure compliance with applicable laws and regulations

Administration and Operations, with responsibility to:

- Facilitate smooth functioning of the office and business functions
- Manage the organization's insurance policies
- Oversee Human Resources functions in compliance with state and federal employment laws and regulations, including through contract support
- Oversee Information Technology functions in accordance with best practices for IT security

Candidate Profile

While no individual will embody every quality, the successful candidate will bring many of the following professional qualifications and personal qualities:

Education and Certification/License Credentials

- An undergraduate degree in finance, financial management, business administration, audit/accounting, or a similar field is required; an advanced degree is advantageous
- An MBA or a CPA is not required but is highly valued

Functional Competencies – Skills, Knowledge & Experience

- 12+ years' experience in progressive responsible financial leadership roles (within mission-based non-profit organizations is a plus)
- 7+ years leadership of a team of at least 3 people
- Deep knowledge and understanding of GAAP compliance and reporting
- Working knowledge of state and federal contracts, grants management, as well as state and federal regulations/reporting requirements that govern non-profits, including the Single Audit Act Uniform Guidance (2CFR 200)
- Sound technical skills, analytical ability, good judgment, and strong operational focus
- Prior experience with fundraising
- Experience coordinating the annual, independent audit with an outside firm
- Experience with automated accounting and financial reporting systems and Microsoft Excel and related software applications
- Prior experience collaborating with all departments within an organization (e.g. Finance, IT, Programs, and HR)

- Polished communication and presentation skills; has led discussions with boards, lawyers, public officials, regulatory agencies, and other key influencers
- Desire to work in a fast-paced, challenging, yet highly rewarding non-profit environment
- Excellent project management and organizational skills that show the ability to set priorities, establish expectations, and manage to outcomes
- Uses data to drive decisions and performance metrics to prove impact
- Embodies critical thinking, respectful challenge, data-driven analysis, strategic agility, assessment of risk vs. reward, and feels comfortable dealing with ambiguity
- Strong grasp of details and consistently ahead of the curve when it comes to interpreting data, seeing trends and anticipating inquiries
- Delivers appropriate information to stakeholders in an ongoing, timely fashion
- Experience in systems like AccuFund, NetSuite, Sage Intacct or similar NFP accounting software are highly beneficial

Leadership and Management/Behavioral Competencies

- The ability to critically assess challenges and identify flexible, effective solutions; a demonstrated track record of success in organizational change management
- An executive who can establish a vision for the team
- Outstanding verbal and written communication skills, and commitment to accuracy
- An inspirational leadership style which values the importance of influencing through persuasion and motivation; willingness to work collaboratively and closely with other senior leaders
- Ability to overcome barriers and meet goals, especially in a fast-paced environment that requires multi-tasking and timely delivery of key information
- Prior experience growing and developing a staff, particularly those who may also be geographically dispersed in a virtual environment
- Exceptional interpersonal and relationship-building skills with colleagues at all levels
- Ability and willingness to roll up one's sleeves and dig into tactical work while serving as the senior-most strategic financial operational leader within the organization
- Organization, prioritization, judgment, and problem-solving skills are essential
- Strong executive presence and ability to present well in a clear and concise manner

Personal Characteristics

- Strong leadership skills; extensive experience working in a team-oriented, collaborative environment
- A commitment to CFSC and its visions, missions, core values, and operating principles
- Ethical, accountable, and transparent
- High energy and ability to work in a fast-paced, high expectation environment
- Direct, concise communication skills and excellent interpersonal skills
- Respect for others' ideas and diversity of opinion and thought
- Equally able to team with others or lead teams

- Proactive and strategic
- Ability to effectively present ideas and engage large and small audiences; ability to translate complex financial analysis to diverse audiences
- Approachable, even keeled personality with good sense of humor and ability to relate well with all types of personalities
- Compassionate, objective, and thoughtful listener and advisor
- Optimistic and forward-thinking approach and behavior



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