



CHIEF FINANCIAL OFFICER

Position Description

ORGANIZATIONAL BACKGROUND:

The National Housing Trust is a strong national nonprofit engaged in affordable housing advocacy, community lending and real estate development. Our mission is to preserve and improve affordable multifamily homes to support quality, healthy neighborhoods with a range of housing options so that families of all income levels have an opportunity to thrive.

NHT is an award-winning nonprofit with a focused agenda. The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues.

NHT has a staff of 30 across its four entities – National Housing Trust (policy), NHT Community Development Fund and Institute for Community Economics (lending) and NHT/Enterprise Development Corporation (real estate development). Each entity requires a separate audit and 990. The FY2018 budget is approximately \$8.5 million. Grants currently comprise approximately 40% of total revenue and cover a higher percentage of the policy team budget than our other entities. Grant income is supplemented by lending interest and fee income, developer and asset management fees and interest and dividend income earned on our investment portfolio.

POSITION:

This is an exciting opportunity for an entrepreneurial professional to serve as a leader at National Housing Trust, providing critical financial and operations support to the President, Board, senior team and staff. This person will manage finance, human capital, and some office administration functions.

This is a hands-on position that reports to the President and works closely with the Senior Management Team. The Chief Financial Officer will be responsible for managing a team of four while also participating in performing ordinary accounting functions.

PROFESSIONAL RESPONSIBILITIES

Organizational Leadership

- Serve on NHT's senior leadership team; support and build systems and processes that will enable program, development, and operations teams to work together collaboratively and effectively;
- Communicate effectively with NHT and affiliate Board of Directors, ensuring all Board members clearly understand their respective organization's financial health and sustainability;
- Serve as an officer of the organization.

Financial Management

- Serve as the organizational leader in all areas of finance and budget management; manage team of four including:
 - Controller
 - Senior Real Estate and Property Accounting
 - HR Generalist/Operations Accountant
 - Accounting Associate/Assistant to Vice President
- Support senior management, Board, policy, lending and real estate development teams through financial statement reporting, variance analyses, cash management and cashflow reporting, grant accounting and reporting and other ad hoc requests;
- Build reporting tools that allow for information sharing and financial transparency to facilitate planning and real-time decision making;
- Ensure the integrity, accuracy, timeliness and usefulness of all financial reports;
- Work with senior management team to create annual organizational budgets for each entity;
- Maintain constructive partnership with audit firms through early preparation for, strategic management of and consistent communication about the (4) annual audits;
- Manage grant activity, including:
 - Budget creation and monitoring over life of the grant;
 - Staff time allocation;
 - Time and expense reporting;
 - Monthly grant reporting to the appropriate teams;
 - Regular reporting to the senior management and board to include unrestricted and temporarily restricted activity.

Presently, the National Housing Trust uses Intacct software for accounting and timesheets, and Papersave for an invoice payment approval process.

Human Capital Management

- Serve as the organizational leader overseeing operational human resources, managing NHT's Human Resources generalist;
- Ensure all human capital practices, including talent acquisition, performance management, compensation strategy, and training and development are aligned with organizational goals;
- Ensure ongoing updates to personnel policies, insurance, and other employee benefits and communication of same to staff;
- Ensure benefits are competitive.

**DOES THIS SOUND
LIKE YOU?**

- Commitment to the social and non-profit sectors;
- Track record of leading a finance team and strong knowledge of other infrastructure areas (Human Resources, Operations, etc);
- Good understanding of affordable housing development, including experience with real estate/property accounting and lending;
- Experience leading and managing teams, serving as a coach and mentor to team members;
- Strong financial fluency; demonstrated understanding of unrestricted and temporarily restricted activities; excellent understanding of grants management and reporting; strong grasp of cash flow reporting and cash management;
- Some experience with recording and structuring affordable housing finance and/or real estate transactions;
- Some experience with Community Development Financial Institution (CDFI) accounting, including provisions for loan loss, loan and investment tracking, asset/liability matching and cash flow and liquidity management.
- Familiarity with investment management;
- Experience managing intercompany transactions, multiple entities and consolidated reporting;
- Demonstrated success building relationships and partnering with program and development teams, helping them manage toward goals in an agile and flexible way;
- Resourceful, with the ability to deliver results in a growing, entrepreneurial, dynamic environment;
- Bachelor's degree and active CPA required; MBA preferred.

COMPENSATION:

Salary and benefits are competitive and commensurate with experience.

JOIN US:

Submit resume and cover letter to hr@nhtinc.org. Please write "CFO Application" in the subject line of the email. No phone calls.

NHT is an equal opportunity employer.