



Chief Finance and Operations Officer Position Profile

YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Mission of YWCA Columbus

Reports to: President & CEO
Location: Columbus, Ohio

About YWCA Columbus

For more than 130 years, YWCA Columbus has served the greater Columbus community—from advocating for child labor laws and a 40-hour work week to advancing civil rights and women’s rights; from teaching leadership skills for women and girls, to providing shelter and helping hands for homeless women and families. It has a proud legacy of leadership for positive social change, racial justice, and economic development.

As an organization leading the fight for the empowerment of women and the elimination of racism, YWCA Columbus has long championed the advancement of underprivileged and oppressed individuals in our community – first, through the provision of providing shelter, dignity and stability for women and families in need, and more recently, through programming and initiatives that seek to end the systematic injustices that cause and contribute to inequality in our society.

Recently, the organization successfully completed a \$25 million comprehensive capital campaign that transformed the historic Griswold Building into 91 apartment-style homes for formerly homeless, low-income women; reconfigured space for an employment resource center, onsite food pantry, and administration offices; and renovated the remaining public space for social events, business meetings, and memorable celebrations.

In addition to the Griswold Building, YWCA Columbus operates the Family Center, a recognized national model for emergency shelters and a critical partner in central Ohio’s system of support to families. Open around the clock every day of the year to families with a housing crisis, the Family Center is focused on finding families a new home within three weeks of entering the shelter.

With a budget of \$8 million and a staff of 187 full- and part-time dedicated and committed employees, YWCA touches more than 12,000 women and families annually through thoughtfully



planned and critically needed programs that support and empower women of all kinds. For more information about YWCA, visit www.ywca-columbus.org.

About the Position

The **Chief Finance and Operations Officer** will oversee the design, enhancement, implementation, reporting of the organization's finances and accounting, operations, human resources, and compliance functions. S/he works with the leadership team and the board of trustees to help shape and guide the future growth and development of the organization.

Key Job Functions:

Financial

- Oversee the organization's accounting, budgeting, and finance operations.
- Advise President/CEO, board of trustees, and staff leadership on financial planning and forecasting, budgeting, cash flow, investment priorities, and fiscal policies.
- Recommend strategies and plans to ensure both short-term and long-term financial viability of the organization.
 - Study economic trends and revenue opportunities; analyze operations, identify opportunities for improvement, cost reduction, and systems enhancement.
 - Conduct financial analyses of potential new revenue streams and opportunities.
 - Forecast capital, facilities, and staff requirements; identify monetary resources, and develop action plans.
 - Monitor financial performance and initiate corrective actions to minimize the impact of variances.
 - Evaluate and recommend improvements to accounting policies and services, grants payment processing, payroll, accounts payable, and purchasing.
 - Prepare reports to funders, board of trustees, and staff leadership.
- Oversee endowed funds to ensure maximum investment; maintain relationship with investment community.
- Serve as the key contact/negotiator with the independent auditor, banks, contracts, and leases.
- Ensure policies and internal controls are in place and the organization is meeting financial compliance requirements. Proactively ensures compliance with all regulatory bodies (including grant makers) to provide accurate and timely statutory filings and legal financial practices, policies, and reporting.
- Serve as the key financial contact with the board of trustees, finance and audit committees. Provide explanation and interpretation of the organization's financial position and related financial policies to the President/CEO, board of trustees, and staff leadership team.

Operations and Facilities

- Design and implement business strategies, plans, and procedures to improve the overall operations of the organization.
- Oversee, in conjunction with the Director of Operations, the organization's safety and security function and front-desk operation.
- Oversee the planning and implementation of the information technology function for the organization. Technologies include MIP Fund Accounting, Raiser's Edge, Childcare EZ Care, and Microsoft Office Suite.
- Oversee the organization's risk management activity.
- Develop and implement customer-service strategies, resolve problems, and implement change.

- Ensure organization adheres to the strategic plan and provide status reports to the CEO and leadership team.

Human Resources

- Provide strategic direction for the organization's Human Resources function. In conjunction with the Director of Human Resources, develop overall strategy for employment alignment, and engagement of the organization's human resources.
- Promote a culture of high performance and continuous improvement.
- Direct, delegate, and organize the work of finance, human resources, facilities, and operations teams.
- Establish and monitor staff performance and development goals; conduct annual reviews, and administer salary adjustments.
- Provide strategic and professional development opportunities to advance individual and team performance.

Position Requirements

The successful candidate will possess strong financial management, accounting, and budgeting experience, proven track record of facilitating organizational change, and leading and mentoring teams as well as strong behavioral competencies and attributes described below:



Competencies, Skills, and Attributes

- **Passion** for the mission of YWCA Columbus
- **Leadership, innovation, and business acumen**
- **Vision, strategic thinking, and planning** skills with the ability to establish both short-term and long-term strategies and plans for achieving organizational goals
- Extensive knowledge of **forecasting, budgeting, data analysis, performance and operations metrics**
- Ability to accomplish tasks in **collaboration** with and through **delegation** to others
- Very strong **interpersonal, presentation, and persuasion** skills with the ability to connect with a variety of constituents
- **Negotiation and mediation skills**
- Ability to establish and maintain effective **customer relations** with public officials, clients, and Y residents
- Ability to establish **priorities, goals, and timelines** and lead the teams in the achievement of established goals
- High-level and effective **problem-solving** and **decision-making** abilities
- **Communication** skills (including, verbal, written, presentation, and listening)
- Orientation toward **action** and **results**
- Ability to **direct** and **motivate** teams and to **manage and measure work**
- **Ethics and integrity**

Qualification Requirements

- A Bachelor's degree in business, finance, or accounting
- Demonstrated knowledge and expertise in Generally Accepted Accounting Principles (GAAP)

- Significant (ten+ years) experience in both external audit and in-house finance management and experience in a high-growth and complex organization
- Valid Ohio Driver's License

Desirable Qualifications

- Advanced degree or CPA preferred
- Senior leadership and experience with facilities and operations management and structuring
- Experience with federal, state, and local government funding, contracts, and financial compliance; low-income housing tax credits
- Experience with nonprofit sector, especially with housing, child care, and individuals with mental and health challenges

About Metropolitan Columbus

Columbus is Ohio's capital and the state's largest city, with two million people in the metropolitan area. A vibrant place to call home, Columbus has acclaimed performing and visual arts organizations, entertainment and shopping for all ages, plentiful educational opportunities, collegiate and professional sports, and a variety of inviting neighborhoods.

Central Ohio also boasts the Columbus Zoo and Aquarium, voted the favorite zoo in America by *USA Travel Guide*; COSI Columbus, the number one science center in the country for families according to *Parents* magazine; the nation's most highly rated public library system; recently recognized by *Money Magazine* as one of the Best Big Cities in America; and recognized as a Smart City with the award of \$50 million to modernize its transportation system.

The region has some of the top public schools in Ohio, as well as a number of independent and parochial schools. In addition to The Ohio State University, the area is home to private institutions of higher learning such as Capital University, Otterbein University, Ohio Dominican University, Ohio Wesleyan University, Denison University, Ashland University, Pontifical College Josephinum, Trinity Lutheran Seminary, and the Methodist Theological School in Ohio.

Columbus has active urban neighborhoods—such as German Village, the Short North Arts District, Olde Towne East, Victorian Village, and Clintonville—with unique housing, galleries and exhibition space, and shopping. The city includes many architectural landmarks, both historic and modern. And the metropolitan region has established and growing suburbs with many options for primary and secondary education and a wide variety of housing stock, and a marvelous metro park system.

Application Process

Benefactor Group is assisting YWCA Columbus with this search. To learn more about YWCA Columbus visit www.ywcacolumbus.org

Applications will be reviewed as they are received. All applications will be considered highly confidential. **To be considered for this position, please send cover letter and resume to:**

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