



Chief Financial Officer (CFO)

CNP was founded in 1988 as Neighborhood Progress Inc. to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods. In 2013, Neighborhood Progress Inc. merged with the Cleveland Neighborhood Development Coalition and LiveCLEVELAND! to form Cleveland Neighborhood Progress. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

Purpose

The CFO will lead a team that is responsible for all financial operations of CNP, NVC, and VCC. The CFO must have strong accounting, communication, and management skills that translate into an organizational culture of excellence. This includes direct oversight of budget management, business planning, accounting, and strategic direction. The CFO will oversee the audit preparation and execution for all CNP related entities and consistently engage with the Boards and committees of CNP, VCC, and NVC to provide financial and operational dashboards.

The CFO reports to CNP's President & CEO and supervises a finance team of three: NVC Sr. Accountant, VCC Sr. Accountant, and Accounts Payable Manager. The CFO performs the role of CNP Assistant Treasurer to the CNP Board of Directors. The CFO assists the President & CEO in developing a financial and operational strategy that aligns with CNP's 5-year strategic plan. The CFO supports the community development ecosystem through training, attending working groups, leading panels and working with the CDC Advancement & Resilience team on assessing the CDC's financial health during the annual grantmaking process. The CFO also supports staff through providing vital financial information and relevant training related to budgeting and grant reporting.

Responsibilities

- Plan, direct and coordinate all accounting operational functions including the development of accounting staff through coaching, counseling, planning, monitoring and appraising staff results
- Develop and maintain appropriate financial record keeping systems to ensure effectiveness and compliance of all CNP entities
- Coordinate financial operations across all CNP departments and subsidiary entities
- Oversee and ensure month-end close tasks are completed
- Maintain all Cash and Treasury Accounts
- Maintain monthly cash flow projections including identifying restricted and unrestricted funds
- Prepare financial statements, forecasting, and analysis for staff and Board
- Attend and present financial statements at all CNP & Subsidiary Board meetings according to the following schedule:
 - Quarterly: CNP Board
 - Quarterly: CNP Finance & Audit Committee
 - Bi-Monthly: VCC Board
 - Bi-Monthly: NVC Board
- Leads the budget process with staff and Board
- Coordinate and oversee annual audit processes and tax filings, in addition to maintaining required schedules and supporting documentation for CNP and subsidiaries
- Works with Program Staff to ensure operational performance and financial reporting within program guidelines and allocated budgets
- Assess operations, technology, and financial controls; offer recommendations and implement new processes as needed
- Provide ad-hoc financial reports as needed

Cleveland Neighborhood Progress



Qualifications

- A strong commitment to advancing equitable neighborhood revitalization in urban areas
- Bachelor's degree in accounting or finance; Master's degree preferred
- At least 7 years of experience in financial management; real estate, non-profit and government experience is beneficial
- Knowledge of GAAP
- Relevant professional certification or CPA preferred
- Strong financial analysis capabilities, including cash flow analysis
- Demonstrated experience managing and developing professional teams
- Self-motivation, commitment to operational excellence, capacity to learn, and ability to work collaboratively
- Excellent interpersonal, written, and oral communication skills and ability to convey complex financial information to diverse audiences
- Proficient in the use of office, accounting and ERP systems; experience with Blackbaud Financial Edge NXT is beneficial

Additional Information

- Salary range is \$115,000 - \$150,000.
- CNP provides the following for employees:
 - Option to work remotely up to two days per week
 - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution from employer for out of pocket healthcare expenses
 - Automatic 2% contribution to 401(k)
 - Eleven paid holidays, three weeks of vacation, floating holidays, and sick time

Apply

- Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.