

Incumbent:

Title: Finance Director

Position: Work as part of The Well CDC's administrative team to execute the vision of The Well CDC by leading and developing an internal team to support the following areas: finance, business planning, budgeting.

Compensation: Full-Time Exempt, salary range based on experience and knowledge \$65,000-\$85,000

Responsible to: Executive Director

Mission Statement: We invest in people through the built environment.

Main Objective:

To develop and implement financial practices and policy that position The Well CDC at the forefront of non-profit real-estate development and maximize our resources to build equity throughout the Middlebury community. Work with the Leadership Team in strategic decision making and operations.

Job Description:

I. General

- a. Be an active participant in the general organizational leadership efforts of The Well CDC.
- b. Be a public and private advocate for The Well CDC.
- c. Be a hands-on manager that supports a team in the following areas: financial policy, finance, accounting, forecasting and cash flow, organizational structure, reporting, and administration.

II. Financial Management

- a. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donors; and oversee all financials, program, and grant accounting.
- b. Coordinate and lead the annual audit process; liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- c. Oversee and lead the annual budgeting, financial planning, and quarterly re-forecasting process in conjunction with the Executive Director. Administer and review all financial plans and budgets; monitor progress and changes to keep the leadership team abreast of the organization's financial status.
- d. Manage and execute organizational cash flow and forecasting.
- e. Implement a robust contracts management and fiscal management/reporting system; ensure that the contracts billing and collection schedule is followed, and that financial data/cash flow are steady and support operational requirements.
- f. Update and implement all necessary business policies and accounting practices.
- g. Effectively communicate and present critical financial matters to the Board of Directors.
- h. Create clear communication systems that help staff, board, and donors understand our earned revenue goals.

III. Real Estate Development - Planning and Forecasting

- a. Support the financial planning of all housing developments; create and maintain financial proformas for future and current housing projects; communicate financial assumptions and expectations to lenders, funders, banks, CDFI's, contractors and builders.
- b. Create benchmarks and financial goals for housing sustainability and growth.

- c. Develop and maintain relationships with community banking lenders in NEO.
- d. Develop best financial practices for scaling and evaluating housing projects, including standard debt to equity ratios, management fee expectations, staffing and scaling.
- e. Work with the Executive Director and the Housing Director to develop financial practices for allocating staff time to active projects.

IV. Human Resources & Administration

- a. Establish and manage a comprehensive training program to educate The Well CDC staff on finance tools, policies, and procedures.

V. The Well CDC Leadership

- a. Work with the Executive Director and Leadership Team to grow all areas of The Well CDC programming: Restoring Housing, Creating Economy, and Supporting Place.
- b. Actively participate in the creation and execution of The Well CDC's annual fundraising goals.
- c. Work with The Well CDC Leadership to create and execute the vision for The Well CDC.
- d. Be a community advocate for the mission and vision of The Well CDC by connecting with local leaders.
- e. Attend 3-4 board meetings a year to clearly communicate The Well CDC's overall financial position.

VI. Expectations

- a. 40 Hours per week
- b. Meet with the Executive Director on a bi-weekly rhythm.
- c. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time for meetings, events, and programs
- d. Maintain a neat and organized workspace
- e. Adhere to related staff policy and procedures
- f. Be willing to attend and plan evening and weekend staff events, community events, and organization fund development opportunities.
- g. Assist with other The Well CDC staff or tenants when needed or asked.

Thank you for your interest in joining the team at The Well CDC. Please submit your cover letter, resume, and reference sheet (3-5 references) to Zac Kohl. Please email them to zac@thewellakron.com -or- drop them/ mail to:

The Well CDC
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