POSITION PROFILE

Chief Finance and Operations Officer
Community Partners
Los Angeles, CA
ABOUT COMMUNITY PARTNERS

Community Partners was established in 1992 to meet a growing need experienced by civic and social entrepreneurs in Southern California: they sought a structure that would free them from red tape and administrative details and allow them to pursue the charitable causes that animated them.

Conceived as a “foundation for emerging philanthropies,” Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For more than 28 years, hundreds of individuals, groups, foundations, and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region. Their mission is to accelerate ideas into action to advance the public good. They achieve this in three basic ways:

FISCAL SPONSORSHIP

Community Partners’ Fiscal Sponsorship program provides structure and a full range of administrative and financial services that allow nonprofit projects large and small to get up and running quickly, keeping leaders focused on their missions. In addition, Community Partners’ knowledgeable staff also offer invaluable guidance, training, and connections that help project leaders achieve greater impact. In a powerful way, Community Partners encourages and enables social innovation, allowing new ideas to grow and develop unhampered by administrative burdens and bureaucratic red tape – hurdles that can keep some great ideas out of the civic marketplace.

INTERMEDIARY SERVICES

Community Partners’ Intermediary Services help foundations, corporations, government agencies, and other institutions to design, build, and manage powerful initiatives for change. These organizations turn to Community Partners to help them achieve greater impact because of Community Partners’ deep knowledge base in program design and management, extensive experience helping nonprofits grow and develop, familiarity with the civic landscape, and their commitment to advancing the public good.

Community Partners has worked with a multitude of regional and national funders, corporations, and governmental agencies on a range of complex initiatives addressing such issues as obesity, improving the quality of safety-net health care, and civic engagement.

KNOWLEDGE SHARING

Community Partners generates and advances innovative ideas and perspectives to strengthen leaders, build the field, and serve as a springboard for an effective civil society. With over three decades of experience, the organization has built substantial institutional knowledge about all facets of organizational development, and its staff offers a wealth of specific, issue-area expertise. Additionally, Community Partners’ civic reach enables the organization or program to make connections that serve the greater good.

Community Partners is committed to documenting and sharing knowledge. They offer workshops and convenings, a range of reports and publications, and serve as speakers and panelists at events across all sectors to help strengthen the nonprofit sector throughout Los Angeles and Southern California.

Community Partners is a tax-exempt, 501(c)3 public charity with approximately $65 million in assets; annual revenue of over $80 million; a core staff of over 50; and including programs, a total of almost 1,000 full- and part-time professionals.

LEARN MORE: communitypartners.org
THE OPPORTUNITY

Community Partners is seeking a forward thinking and high-capacity leader who will serve as a strategic thought partner to the CEO, Senior Leadership Team, and the Board in guiding the financial and operational direction of the organization. The Chief Finance and Operations Officer (CFOO) will be highly skilled in change management and will bring a track record of managing finance and operations in high growth and complex organizations with an eye on risk management and compliance. This leader will work creatively, collaboratively, and effectively with senior leaders, staff, Board, funders, project leaders, and external partners. This is an exciting opportunity for the right financial and operational leader with a genuine interest in the community and the impact that Community Partners has on the Southern California region and beyond.

Reporting to the President and CEO, the Chief Finance and Operations Officer will be responsible for overseeing finance and risk management as well as daily operations for the organization, including accounts payable, accounts receivable, grants, contracts, insurance, and information technology. In partnership with the Director of IT, the CFOO will be instrumental in the organization’s successful completion and implementation of a new ERP system. The CFOO will manage a team of 5 direct reports including an Executive Assistant, Senior Director of Application Development and Continuous Improvement, Director, Information Technology, Senior Accounting Director, and Controller.

The CFOO will join a fast paced, constantly changing environment working with over 200 projects and funders of differing needs and requirements. The Chief Finance and Operations Officer will actively serve on the leadership team and will be a trusted leader, collaborator, manager, and advisor within Community Partners.
CANDIDATE PROFILE

Community Partners is committed to diversity, equity, and inclusion in all aspects of its work. The organization seeks a finance and operations leader that is forward thinking about equity and able to evaluate current policies and practices with the goal of adapting or changing policies and practices to better support Black, Indigenous, and People of Color (BIPOC) fiscally sponsored projects and core staff.

The Chief Finance and Operations Officer will be a confident, flexible, and respectful leader, knowledgeable in non-profit and public sector accounting best practices and committed to the overall mission of Community Partners. This leader will be well-versed with audits and working with external auditors, have experience assessing and determining risks and gaps, have a strong background in non-profit accounting, and ideally experience working with government grants, including (A-133) single audits.

Successful candidates will be highly organized, financially astute, resilient, process-oriented, and compliance driven with the ability to document workflows and processes, set expectations for internal and external partners, and possess the big picture thinking needed to drive Community Partners forward as one of the nation’s leading fiscal sponsors. The Chief Finance and Operations Officer will create systems, structures, and processes that support Community Partners growth in a scalable way.
PASSION FOR THE MISSION
The Chief Finance and Operations Officer will have a passion for Community Partners’ mission of accelerating ideas into action to advance the public good and a deep commitment to racial equity and social justice. Driven by the mission, the CFOO will broaden and deepen the impact of Community Partners through the modeling and adoption of best-in-class practices. This leader will recognize the essential components of the organization’s programs and why they are imperative to achieving its mission. The CFOO will have a clear understanding of how their role contributes to Community Partners’ work and a deep commitment to attaining the organization’s overall vision of an equitable, thriving, and inclusive civil society. This individual will nurture understanding and compassion in diversity, equity, and inclusion professionally, and will have lived these values in their professional and personal life. The Chief Finance and Operations Officer will be an individual of unquestioned integrity, ethics, and values, treating others with respect.

STRATEGIC AND FORWARD-THINKING LEADERSHIP
In partnership with the President and CEO, the CFOO will develop and implement clear, action-oriented, innovative strategies aimed towards elevating the overall finance and operations functions of Community Partners. This executive will balance the ability to be strategic and hands-on as needed, with strong delegation skills and a commitment to building, nurturing, and retaining a robust team of professionals that is focused on excellence, accountability, responsiveness, and efficiency. This leader will create a work environment of inclusion and belonging, celebrating different viewpoints. The CFOO will be adaptable as priorities emerge and change, and will be able to balance multiple tasks and projects efficiently and effectively.

The CFOO will have a high level of technical acumen, enlisting technology to streamline processes with the ability to make practical, realistic, data informed, and timely decisions. This leader will be an exceptional problem solver with a management approach focused on achieving sustainable solutions. This individual will lead by example, modeling and teaching others best practices, while entrusting and dispersing responsibilities evenly throughout each department. In addition, the CFOO will be a forward-thinking and calm leader, staying abreast of trends, anticipating potential issues/questions, managing crises, helping navigate an organization during times of growth and transition, and driving sustainable outcomes.
FINANCIAL AND ADMINISTRATIVE EXPERTISE

The Chief Finance and Operations Officer will be an experienced leader in the field of finance and administration with a track record of success. This leader will be knowledgeable of generally accepted accounting principles (GAAP) for nonprofits and of financial management and accounting, including financial reporting, budgeting, cost/benefit analysis, financial modeling and forecasting, debt financing, legal, audit, risk management/compliance, and contract negotiation. The CFOO will understand uniform guidance requirements as it relates to single audits and have a strong background in contracts, grants, accounting, and compliance requirements.

This leader will ensure the budgeting process is streamlined, inclusive, and will consistently provide the CEO and Board with clarity on the financials. The CFOO will proactively identify potential risks and implement solutions to improve programmatic and financial results.

This executive will understand and provide key financial advice and counsel around tactical decision-making, along with administering day-to-day financial functions at a high level. This leader will have demonstrated expertise in a wide range of administrative functions and will have knowledge of industry standard tools and metrics.

OPERATIONAL EXCELLENCE AND ORGANIZATIONAL DEVELOPMENT

The Chief Finance and Operations Officer will play a key role in partnering with the President and CEO on organizational strategy and development. An effective change manager, this leader will bring a measurable track record in business process optimization including streamlining operations, eliminating redundancies, improving communication, and forecasting. The CFOO will have the ability and experience to assess the existing organizational structure to ensure optimal performance and alignment to present and future organizational needs. This individual will have an inclusive approach with the ability to gain consensus working with a diverse group of stakeholders. The CFOO will be technologically savvy with the ability to partner with IT leadership to develop and implement new processes and systems that increase efficiencies and ensure accuracy.
EXCELLENT COMMUNICATION, RELATIONSHIP BUILDING, AND COLLABORATION SKILLS

The Chief Finance and Operations Officer will have excellent listening and communication skills, with an empowering and encouraging style, and the capability to communicate effectively with a diverse group of constituents. This leader will possess the ability to extract key learnings from the financial data and translate the financials to a broad audience in a way that is clear and relatable. The CFOO will serve as a thought leader and inspire others to work together to achieve a common purpose.

A strong collaborator, the Chief Finance and Operations Officer will partner across all departments and functions to understand the needs of their peers, projects, and funders. This leader will bring excellent interpersonal skills with the ability to build strong working and interpersonal relationships across all levels of the organization. The CFOO will have experience and the credibility to represent Community Partners by expressing its mission and vision in a way that is meaningful for others.

COMPENSATION & BENEFITS

Salary is competitive and commensurate with experience.

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Michelle Bonoan and Medelene Beasley of Koya Partners have been exclusively retained for this search. To express interest in this role, please submit your materials here or email Michelle and Medelene directly at mbonoan@koyapartners.com and mbeasley@koyapartners.com. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Community Partners is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit www.koyapartners.com.