POSITION DESCRIPTION

FOR THE POSITION OF

CHIEF FINANCIAL OFFICER

2022-2023

Much of this material contained herein is gained in confidence and as such should be regarded as confidential. Accordingly, it is understood that dissemination of this material should be limited to those individuals in your organization who are directly connected with this specific search or whom a reasonable person would agree have a need to know.
POSITION DESCRIPTION

POSITION Chief Financial Officer

ORGANIZATION International Fund for Animal Welfare (IFAW)

REPORTS TO Chief Executive Officer

LOCATION Washington, D.C. or Yarmouth Port, Massachusetts

WEBSITE ifaw.org

TABLE OF CONTENTS

ORGANIZATIONAL OVERVIEW.................................03

ROLE SUMMARY.................................................06

CANDIDATE PROFILE...........................................10

SEARCH TEAM....................................................12
ORGANIZATIONAL OVERVIEW

IFAW Is Powered by Human Connections

The International Fund for Animal Welfare (IFAW) is a global nonprofit helping animals and people thrive together. The organization comprises experts and everyday people, working across seas, oceans, and in more than 40 countries around the world. IFAW rescues, rehabilitates, and releases animals, and it restores and protects their natural habitats. The problems we are up against are urgent and complicated. To solve them, IFAW matches fresh thinking with bold action. IFAW partners with local communities, governments, non-governmental organizations, and businesses. Together, these global stakeholders pioneer new and innovative ways to help all species flourish.

IFAW Tackles Complicated Problems with Creativity

The problems we face are growing larger and more complex everyday. More online trafficking. More ocean noise. More powerful storms. IFAW has been around for fifty years but knows its solutions can’t stay the same. We have to be nimble, curious, and open to new partners. In short, we have to think, and act, differently.

When euthanasia seemed like the only option for stranded marine mammals, IFAW found another way. It developed new technology to safely release them back into the ocean. When people in Bali were getting sick after natural disasters, IFAW found the source: unvaccinated dogs. Now, the organization is making sure that island dogs get their rabies vaccines. And when we wanted to stop whale hunting in Japan, IFAW called up the very last entity you could imagine: the Icelandic Tourism Board.

IFAW is just finding a different way to do things. IFAW is finding a better way.

IFAW Makes Things Happen

IFAW experts aren’t afraid to get their hands dirty—or, in the case of a right whale necropsy, their entire body. Whether it’s rescuing stranded seals or patrolling national parks, IFAW is out on the frontlines of the field. IFAW is creating better outcomes for animals, for people, and for the places we call home.
In India, IFAW secured and donated the land to create a corridor where elephants could roam between habitats. Now, the organization is working to secure 101 of those corridors across the country. In Kenya, IFAW’s unique approach to wildlife crime has significantly reduced poaching from taking place in the areas it work. And in IFAW’s backyard of Cape Cod, it has improved the release rates for dolphins from one out of every ten to three out of every four. It is not always glamorous work, but it is always necessary work. And it is work that leads to results.

**IFAW’s Strategic Approach & Niche**

With a dual focus on both rescue and conservation, IFAW is well-positioned to lead strategic and effective interventions that reduce or eliminate threats to animals. IFAW believes each individual animal matters, and values the individual animal from an intrinsic and welfare perspective, but also as a contributor to conservation. Through this lens, IFAW approaches species conservation and individual animal welfare threats as one. By addressing problems affecting individual animals, we are strengthening wildlife populations and vice versa. IFAW’s greatest strength is in the layering of its expertise from complementary rescue and conservation programs to achieve magnified impact. By understanding the strengths of each program, IFAW can better leverage its efforts to maximize results. Through strategic partnerships with diverse and multidisciplinary stakeholders, IFAW programs position the organization as a credible convener and lead agent for integrated impact at scale. IFAW’s hands-on, field-based and community-centered work across all its programs, linked to its political advocacy work at the national, regional and international levels, has established the organization as a leader in animal welfare and wildlife conservation.

IFAW’s strategic approach is guided by the following principles:

- partner strategically
- invest in stakeholders
- lead on-the-ground implementation
- continue to learn and grow
- advocate globally
- intervene holistically
- engage and empower communities
- make science-based and data-driven decisions

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<th>Global &amp; Local</th>
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<td>IFAW has opened offices in 15 countries and maintained projects in over 40. The organization’s team has grown to include 320+ people: experts in biology and zoology, political science, law enforcement, and emergency response.</td>
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### Core Programs

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<td>marine mammal rescue &amp; research</td>
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<td>disaster response &amp; risk reduction</td>
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### External Relations

#### Global Development

The Global Development Department has evolved during the past five years, including an increased investment in growing the major and mid-level giving programs and shifts of digital fundraising to the revitalized Communications and Marketing Department, as well as institutional giving to the Global Programs Department.

Efforts to diversify revenue streams and secure new restricted funding to support IFAW’s global programmatic priorities will continue over the next five years with an added emphasis on growing the restricted funding portfolio (major donors, foundations, governments) to support programmatic growth.

This will be achieved through a global fundraising strategy informed by local markets/country opportunities and developed and executed in consultation with country and regional leadership in these markets. In addition, IFAW will engage donors in IFAW’s global programmatic priorities and work with communications and marketing to improve brand awareness and digital fundraising to ensure growth.

Development will secure an optimal pool of restricted and unrestricted revenues to fund IFAW’s full programmatic goals and operational expenses and grow global gross revenue by 15% by FY2025. Success will depend heavily on close collaboration with Global Programs,
as well as with operational units like Finance, Communications and Marketing, and Regions to ensure credibility with target audiences, compelling asks, and effective stewardship.

**Brand Marketing & Communications**

IFAW’s Brand Marketing & Communications Department has recently undergone a tremendous evolution. Significant time and investment culminated in the launch of a new brand. More than just a new logo, IFAW’s brand will generate awareness for its work, set the organization apart from its peers, and help IFAW reach its full potential. With a solid foundation built, IFAW can now focus on growth over the next five years. The communications team will focus on building the brand around animal welfare, conservation, and rescue. IFAW recognizes the importance of investing in its brand to achieve organizational goals. To grow, people need to know about IFAW’s work. In five years, IFAW seeks to make itself a household name in target markets and generate increased revenue and support for programmatic growth.

**ROLE SUMMARY**

We are at a tipping point and in the midst of a crisis, the greatest humanity has ever faced. Species are on the brink of extinction, habitats are shrinking and disappearing, the lack of appreciation for the value of individual animals and their contributions to conservation goals remains and, climate change is wreaking havoc on people and ecosystems across the globe. All this is happening in a time when our assault on nature has given rise to deadly zoonotic diseases, one of which has become a global pandemic.

In response to this crisis, IFAW is embarking on an audacious five-year strategic plan (2021-2025) focused on improving the welfare of individual animals and the conservation status of wildlife populations in priority habitats through on-the-ground efforts and global advocacy. With a solid organizational foundation built, IFAW is now focused on growth.

Amid this environment of positive change and organizational investment, IFAW seeks candidates for the role of Chief Financial Officer (CFO). Reporting to President & CEO (CEO), the CFO is responsible for all financial matters of IFAW. The CFO will work closely with the CEO and other senior leaders. The CFO will partner with the senior leadership and the Board of EVPs to develop and implement strategies across the organization and oversee the Finance function, including all compliance and recognition for government (international, federal, and state) contracts and private grants.
The CFO supervises the Treasurer, Controller, Finance Reporting Manager, and Financial Planning & Analysis Analyst.

The key priority for the CFO will be leading the Finance function in shifting to a more strategic, long-term perspective for visioning and planning, transcending the accounting lens that has historically demarcated the team’s work. The CFO will enhance the sophistication of financial systems and processes for a global organization that receives most of its revenue via funding sources outside of the United States (the organization is considerably larger than apparent via its IRS Form-990 alone) and an increasing proportion of which comprises restricted funding or government grants with unique financial management and tracking requirements. The CFO will leverage predictive modeling to prepare IFAW for the future, as well as regular, enterprise-wide fiscal reporting to senior leaders throughout the year to track budgetary performance.

The CFO will be a proven leader, manager, mentor, and collaborative colleague who is comfortable leading major initiatives and supporting the leadership of others, and who has a track record of effectively leading organizational change.

**Primary Responsibilities**

**Finance**

▲ Develop long-term organizational financial strategy.

▲ Translate IFAW’s strategic initiatives and organizational needs through a finance lens and partner with leaders to ensure broader organizational strategy is carried out.

▲ Oversee cash flow, investment, and asset management.

▲ Oversee financing strategies and activities, as well as banking and regulatory relationships.

▲ Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization’s operations and business plans.

▲ Forecast return on investment (ROI) for current and future programs.

▲ Track key performance indicators (KPIs) and analyze trends.

**Planning, Policy, and Funder Relations**

▲ Coordinate the development and monitoring of budgets.

▲ Develop financial business plans and forecasts.

▲ Participate in organizational policy development.

▲ Develop and coordinate appropriate control environment for safeguarding of assets.
Engage the Finance Committee of the Board of EVPs to develop short, medium, and long-term financial plans and projections.

Represent the organization to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.

Remain up to date on nonprofit audit best practices and state, federal, and international law regarding nonprofit operations.

Accounting and Administration

Oversee the accounting department to ensure proper maintenance of all accounting systems and functions; supervise the organization’s Finance staff.

Ensure maintenance of appropriate internal controls and financial procedures.

Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and the organization’s Board of EVPs; oversee the preparation and communication of monthly and annual financial statements.

Coordinate audits and proper filing of tax returns.

Ensure legal and regulatory compliance regarding all financial functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities will change from time to time to meet the needs of the department and IFAW.

Key Relationships

Azzedine Downes | President & CEO

When Azzedine Downes became President & CEO of IFAW in 2012, one thing was clear to him: "Talking to people who already agreed with us just isn’t enough to get real results."

As IFAW’s Executive Vice President since 1997, Azzedine had worked closely with experts from across the sciences and decision makers from around the world. But when he became President, IFAW started bringing together what Azzedine likes to call “the unusual suspects.” Seamstresses in Malawi. Auction houses in China. Military intelligence officers in Minnesota. Working together, IFAW’s eclectic network is now helping animals and people thrive together in more than 40 countries.
Azzedine has led IFAW through a groundbreaking period of geographic expansion and strategic consolidation. He’s helped open offices on four continents, including IFAW’s first office in the Middle East.

Azzedine has also influenced international policies to create positive change on the ground. In Azzedine’s first year as President, IFAW signed a historic lease agreement with a Maasai community near Amboseli National Park in Kenya, securing 16,000 acres of precious habitat for elephants. Months later, Azzedine helped establish a first-of-its-kind cooperative framework between IFAW and INTERPOL’s Environmental Crime Program. For years, Azzedine has served as the Head of the Delegation to the CITES Conference of the Parties. And recently, he directed IFAW’s successful campaign for membership to the International Union for the Conservation of Nature (IUCN).

Before joining IFAW, Azzedine served as the Chief of Party for the U.S. Agency for International Development in Jerusalem and Morocco, as well as the Acting Regional Director for the United States Peace Corps in Eurasia and the Middle East.

In 2015, Fast Company named Azzedine one of the “The Most 100 Creative People in Business,” and he has been listed among The NonProfit Times’s “Power and Influence Top 50.” He is a member of the Global Tiger Forum Advisory Council, and he currently sits on the U.S. Trade and Environmental Policy Advisory Committee.

A graduate of Providence College and Harvard University, Azzedine is fluent in Arabic, English, and French.

Mark Beaudouin | Chairman, Global Boards of Directors

Mark Beaudouin understands systems, solutions, and science.

For 16 years, Mark has served as Vice President, General Counsel, and Secretary of Waters Corporation. He also worked for PAREXEL, a pharmaceutical services company; BC International, a biotechnology development company; and J. Baker, a diversified retail company.

Mark is also a Director of the New England Legal Foundation, as well as the National Academy for the Advancement of Teacher Education.

As Chairman of IFAW’s Global Boards of Directors, Mark focuses his strategic mind on the problems that keep animals and people from thriving together.
CANDIDATE PROFILE

While IFAW will consider a broad range of backgrounds, the ideal candidate will have the following qualifications/experience.

Professional Skills and Competencies

△ At least five years' experience as CFO or equivalent, preferably in a global nonprofit organization with a budget of at least $50 million or experience shown progressing within finance leadership roles. A preference also exists for individuals with previous work experience in the conservation arena.

△ Experience in a senior financial management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.

△ Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

△ Demonstrated ability to provide management oversight, leadership, and direction. A strong record of recruiting and developing exceptional staff and fostering a transparent work environment where collegiality is a key to success.

△ Ability to set goals that are specific, measurable, achievable, relevant, and traceable.

△ Willingness to strive for continued improvement.

△ Experience working with information technology staff in managing finance and accounting software packages.

△ Strong analytical and abstract reasoning skills.

△ Excellent communication skills (both oral and written) to elicit, disperse, or present information (including data) and communications in a clear and concise manner.

Additional Personal Characteristics

△ Demonstrates passion for the mission and goals of IFAW.

△ Unimpeachable integrity and commitment to the highest standards of professionalism; mature judgment in handling sensitive information. Values-driven, committed to personal and professional development. Leads by example and with humility. Elevates institutional goals and values beyond personal gain, ensuring efforts are mission-focused and quality driven.
Emotionally intelligent leader, with the interpersonal skills to develop and sustain impactful relationships with an array of diverse constituencies, and to strategically integrate the issues and needs of multiple constituencies. Optimistic and resilient, with a sense of humor and perspective, and a penchant for transparency, consultation, and collaboration.

An energetic self-starter who is highly organized, detail-oriented, and able to gain proficiency utilizing new systems and processes in an efficient and timely manner. Agile and creative in adapting to changing circumstances in a dynamic environment.

Compensation

The annual salary for the role is currently anticipated to range from $220,000 to $280,000, commensurate with experience.

IFAW helps provide staff with financial security through a comprehensive benefits program. Health, dental, and vision insurances are provided to all eligible staff and their dependents, including domestic partners. IFAW also offers Medical and Dependent Care Flexible Spending Accounts, along with Commuter Reimbursement Accounts.

IFAW offers a 401K savings retirement plan to its eligible employees and contributes the equivalent of 3% of an employee’s gross wages automatically. IFAW also matches 50 cents on the dollar up to the first 6% of employee elected contributions. Staff are able to contribute to a traditional pre-tax 401K or a Roth 401K plan.

All eligible employees are automatically enrolled in employer-paid life insurance, accident, short-term, and long-term disability insurances. Confidential counseling and referral services are available to all employees through the Employee Assistance Program. An Advocacy program is also available to assist staff with medical bill or provider inquiries.

IFAW also offers a generous paid leave program that includes 11 paid observed holidays, 2 floating holidays to be used at the employee’s discretion, 4 weeks of vacation, 2 weeks of sick time, and 2 personal days.

At IFAW, we aim to create and foster a workforce that reflects and contributes to the diverse, global community in which we work to improve the lives of both animals and people. We are dedicated to fostering justice, equity, diversity, and inclusion, so we actively encourage candidates from diverse backgrounds.
SEARCH TEAM – DIVERSIFIED SEARCH GROUP

IFAW has retained the Diversified Search Group to assist in this confidential search process. Inquiries, nominations, and applications (current resumes and cover letters) may be submitted via the following link or directed to one or more members of the search team – https://talent-profile.diversifiedsearchgroup.com/search/v2/19166.

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