



Seeks Chief Financial Officer

About Children's Services of Roxbury

In 1972, recognizing that too many families and children of color found themselves trapped in systems they did not trust, and therefore, could not access effectively to meet their needs, Reverend and Mrs. Richardson founded [Children's Services of Roxbury \("CSR"\)](#) which has grown to be one of the largest black-run social service nonprofits in Massachusetts. CSR brings peace of mind to the Commonwealth's most vulnerable families, providing housing for homeless families, affordable childcare, children's mental health services, intensive foster care, and youth development programs. Located in the heart of Boston's multicultural communities, with additional services in Worcester, Western MA, and Northern MA, CSR is run by and for people of color, serving 6,000 children and families annually. Following are some highlights of CSR's programming:

- [Behavioral Health](#): a comprehensive array of high quality, culturally sensitive, wraparound mental health services that provide children and families with the supports they need for success at home, in school, and in the community.
- [Early Education and Childcare](#): 100% subsidized center-based and family-based childcare (in Greater Roxbury and Worcester) to children of low-wage workers, homeless families, DCF-involved families, and teen parents.
- [Intensive Foster Care and Family Support Services](#): short-term and long-term placements for vulnerable children and youth with broad ranges of emotional, physical and developmental needs.
- [Housing and Stabilization](#): permanent or temporary shelter along with food and clothing in safe, secure and nurturing environments to help families and individuals regain their self-esteem, develop life skills and financial independence, while remaining healthy and connected to their communities.
- [Youth Resiliency & Development](#): activities and experiences that allow youth to their full potential at home, in school, and in the community.

Headquartered in Roxbury, Massachusetts, CSR employs over 400 dedicated staff, many with substantial tenures at the organization, and all of whom have an enduring commitment to the communities and individuals served. Operating on an annual operating budget close to \$50 million, CSR is governed by an active 10-15 member Board of Directors comprised of community and business leaders deeply impassioned by CSR's mission and its history as a prominent black-led nonprofit.

CFO Opportunity Going Forward

Reporting to the Chief Executive Officer ("CEO") and serving as a pivotal member of senior leadership, the Chief Financial Officer ("CFO") will be a strategic thought-partner providing financial and administrative guidance and direction to support CSR's prior growth and future expansion. The CFO manages a growing team of financial professionals who collectively oversee accounting, finance, billing, budgeting, business planning and forecasting. The Finance Team currently consists of two staff, a Vice President of Finance (who manages all accounting and budgeting processes, including bookkeeping, payroll, payables, receivables, and financial tracking and reporting for restricted federal, state, and private grants as well as third-party billing) and a Payroll Specialist, along with a Finance Consultant and Accounts Receivable temp. In addition, the CFO currently oversees four professionals who support information technology, facilities, and general administration. High priorities for the CFO include:

- Oversee and grow Finance & Administration to meet the changing needs of this large, complex and rapidly growing organization. Lead, empower, and manage a team of financial, IT, facilities, and professionals to maximize their collective impact and productivity as well as enhancing each staff member's individual contribution, professional development, and job satisfaction.
- Expand CSR's capacity for financial analysis allowing the organization to do scenario planning; consider individual and collective program profitability, expansion, or retraction; create cash flow projections; and allocate resources efficiently and effectively.
- Lead a collaborative annual budgeting and planning process and regular budget reviews in partnership with the CEO and senior leaders. Provide detailed, timely and accurate budget to actual reports to allow senior leaders to make informed programmatic decisions based on up-to-date financial information.
- Teach, mentor and coach CSR leaders to strengthen their capacity for financial management and financial planning. Produce, analyze, and present reports to the CEO, board of directors, senior leadership, and funders and adapting communications and presentations so audience members with varying degrees of financial acumen are well-informed. Establish new processes for financial goal setting, accountability, and problem-solving with program leaders.
- Strengthen and document financial policies and procedures to safeguard assets, ensure compliance, and support financial management, implementing robust internal controls with checks and balances. Regularly review and, when necessary, revise business and accounting policies and procedures to ensure compliance, keeping all accounting manuals up to date.
- Collaborate with Development Department to strengthen tracking by funding source and communication with all federal, state, private grant, and third-party billing contracts to support service delivery and maximize revenue.
- Work closely with the Board of Directors and its Finance Committee to ensure board oversight of financial decisions, strengthen financial policies and develop investment policies.
- Provide financial oversight for \$40 million renovation of CSR headquarters including management of New Market Tax Credits. Oversee asset management of all other CSR real estate holdings.
- Lead the annual audit process and liaise with the external auditors and finance committee to ensure a smooth audit, keeping all well-informed throughout.
- Work closely and transparently with all external partners, including third-party vendors and consultants.

Profile of the Ideal Candidate

Credentials & Experience:

- Seven+ years' senior financial leadership experience at an organization of comparable size, scope, and financial complexity.
- Minimum of a bachelor's degree in accounting, finance, and/or management.
- Proven track record in strategic financial analysis and growth planning.
- Demonstrated experience in implementing best practices in internal controls and fiscal accountability.
- Knowledge of federal and state government contracting, accounting, and reporting and third-party billing is essential.
- Real estate finance and asset management experience a plus.
- Prior experience serving diverse communities like those served by CSR would be advantageous.

Skills and Qualities:

- Strong knowledge of GAAP and regulatory compliance with a proven ability to manage a complex organization's accounting, finance, and administrative functions with a commitment to develop and

implement sound finance and accounting principles and recommend improvements to policies, procedures, and processes, when needed.

- Experience with budgeting, forecasting, financial analysis, and reporting with a successful track record of setting priorities, thinking analytically, solving problems, and making sound decisions.
- Skilled financial communicator with a gift for teaching and mentoring non-financial leaders in financial management, goal setting and accountability.
- A multi-tasker with the ability to wear many hats in a fast-paced, growing, and maturing work environment.
- Solid written and verbal communication skills to translate and present financial information to diverse audiences who have varying levels of financial acumen.
- Experience hiring, onboarding, overseeing, motivating, and developing professional staff who are held to high levels of accountability.
- Consummate team player who ensures the finance, IT, and administrative functions are in service to other departments to support and advance CSR's mission.
- Skilled listener who graciously considers all opinions, makes informed decisions, and works collaboratively with a variety of internal and external stakeholders.
- Able to proactively contribute to CSR's culture built on integrity and trust, a culture which is empathetic, family- and client-oriented, inclusive, and relational.
- Technology savvy, with experience overseeing technology staff; an understanding of the impact of technology and automation on performance and efficiency; and computer literacy with accounting software and Microsoft Office products.
- Experience with external auditors, compliance management, and regulatory oversight.
- Understand and/or personally represent the lived experiences of the communities served by CSR.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a starting salary range of \$190,000 to \$220,000, commensurate with experience and qualifications. CSR offers a competitive benefit package including voluntary health/dental/vision/ long-term disability insurance, employer paid life insurance/ADD, Employee Assistance Program, and generous vacation, sick and personal time. A regular, on-site presence at the Roxbury location is required with some flexibility for at-home work.

Application Process and Additional Information

CSR is committed to creating an inclusive environment where everyone feels welcome. CSR is an equal-opportunity employer; we encourage applicants of all backgrounds to apply and encourages applications from people of color, Indigenous persons, members of the LGBTQ+ community, persons with disabilities, and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Candidate must include a resume and a cover letter, both in PDF format, which describe how qualifications and experience match the needs and mission of CSR. Applications will be accepted until the position is filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>.

This executive search is being conducted by Eos Transition Partners consultant, John Tarvin. All submissions will be acknowledged and are confidential, and any questions can be submitted to John at: jtarkin@eostransitions.com.