



**Position announcement:
Chief Financial and Administrative Officer
Illinois Public Health Institute**

The Opportunity:

The Chief Financial and Administrative Officer (CFAO) is a newly created leadership role for the Illinois Public Health Institute (IPHI), an \$8+ million premier public health institute that mobilizes stakeholders, catalyzes partnerships, and leads action to improve public health systems to maximize health, health equity and quality of life for people and communities. IPHI advances health through three program centers: The Center for Community Capacity Development, the Center for Health and Information Technology, and the Center for Policy and Partnership Initiatives. IPHI is in the midst of rapid growth across all of our program areas; the CFAO position is a tremendous opportunity for the right individual to help a passionate and dedicated team of about 30 to execute on our new opportunities to create systems and policies that will make a difference in Illinois' most vulnerable communities and nationwide. IPHI conducts its work through innovative multi-sector collaborations with government agencies, community partners, advocacy organizations and state and national public health leaders. The CFAO, who reports to the CEO, will help IPHI manage and enhance our recent growth by developing IPHI's financial management and administrative strategy and contributing to the development and attainment of our strategic goals.

As a member of the senior leadership team at IPHI, this is a critical role, charged with contributing to IPHI's strategic goals and objectives, ensuring that IPHI's financial, administrative and operational functions are in line with our mission and strategic goals and advising the CEO on agency operational and strategic issues. We are looking for a leader who can promote best practices in non-profit management while upholding the highest standards of integrity and fiduciary responsibility. The CFAO will support the organization's rapid recent growth with effective change management approaches and identification and implementation of new financial and organizational initiatives to support the growth process. In the context of this growth, we are particularly interested in advancing diversity, equity and inclusion approaches, strengthening staff engagement and building other HR systems. The CFAO will supervise the finance and administrative staff team (currently a finance manager, accounting associate, and manager of information systems and office operations) and support the administrative and financial functions of program staff -- with a focus on promoting a culture of high performance and continuous improvement. Within available resources, the CFAO will be charged with growing this team to meet identified operational or strategic needs. The CFAO serves as the liaison to the board of directors and executive committee on financial, operational and administrative information.

IPHI is funded by grants from foundations and federal and state governments and fee-for-service revenues from collaborative partners and clients. This is a full time, exempt position.

POSITION RESPONSIBILITIES

Finance and Accounting

- Develop and oversee financial strategies and operations by analyzing financial information, making recommendations to improve performance and support decision-making, and developing efficient financial policies, procedures, systems and internal controls.
- Oversee the development of and closely monitor the annual organizational budget, develop projections and make recommendations.

- Work with program staff to prepare budgets and pricing for funding proposals. Support program and accounting staff to manage and monitor program and project budgets and ensure that actual revenues and expenses align.
- Oversee monthly, quarterly, and annual closing and preparation of accurate and timely financial statements, financial reporting, tax filings and audit activities, including A133 audit.
- Lead processes to develop, win approval and manage IPHI's negotiated federal indirect rate; ensure compliance and timely submissions of materials for Illinois' GATA requirements.
- Monitor and ensure adequate cash flow, including overseeing federal cash drawdowns and reporting to ensure timeliness and compliance with cash transaction regulations. Oversee grant and fee for service receivables.
- Oversee banking relationships and serve as the primary liaison with all financial institutions, oversee and monitor banking and credit activities of the organization.
- Lead training of and provide support to all staff to understand and comply with financial policies and procedures from initial onboarding and ongoing.
- Oversee the development and supervision of the finance department staff to conduct and implement day-to-day accounting and financial activities, including A/R, A/P, payroll, reconciliations, monthly expense allocations, accruals, preparation of financial reports, and cash management activities.

Contract Management, Procurement, Risk Management, and Legal

- Direct and manage effective contract management processes, including review and negotiation; timely, accurate reporting; proper financial controls; budget management and performance tracking.
- Develop and manage procurement processes and practices to ensure compliance with contractual and grant requirements, efficiency and cost effectiveness.
- Serve as the primary point of contact with insurance providers to secure comprehensive and cost-efficient business coverage
- Identify, administer and improve policies and processes to ensure the safety and security of staff, visitors, and partners in the office and at IPHI events and programs.
- Develop and implement legal policies and procedures; identify and address legal issues especially as related to contracting, compliance and risk; serve as primary point of contact with IPHI's pro bono attorneys.

Human Resources

- Implement and work with external consultants as needed to effectively realize IPHI's diversity, equity and inclusion goals with respect to recruitment, employee engagement and satisfaction, and leadership development.
- Oversee recruitment, hiring, onboarding and training, employee engagement and retention, promotions, and terminations
- In conjunction with IPHI's external HR partner, oversee benefits, maintain up-to-date HR policies, and procedures and ensure their implementation. Ensure compliance with state and federal laws such as ACA, ADA, EEOC, and FLSA.
- Work with leadership team and managers to conduct staff planning, develop job descriptions, and develop and implement professional development activities.

Information Technology, Facilities, and Office Administration

- Supervise Manager of Office Operations and Information Systems to support IT, office supports and facilities to ensure smooth day-to-day operations of the organization and ability of staff to be productive and efficient.
- Plan for and implement continuous improvement of IT infrastructure in order to ensure a consistent and secure environment
- Oversee implementation, maintenance and effective staff use of IPHI's Salesforce CRM.
- Negotiate and oversee management of capital purchases and leases and facilities leases, manage leases and assets, and oversee communications and interactions with the landlord and other external facilities partners.
- Ensure institutional records are maintained in an accessible yet secure manner and oversee records retention policies and procedures.

QUALIFICATIONS:

- Master's degree in business, management, or non-profit administration, or equivalent experience. IPHI values multiple pathways to attaining professional experience and education.
- A minimum of 15 years of work experience as an employee (preferred) or board member of a nonprofit organization;
- Expertise in non-profit accounting rules, GAAP, and government contract regulations with a demonstrated ability to analyze and report on financial data to inform decision-making and strategy.
- Experience in contract management including development and vetting of contract documents, monitoring, and compliance and administration of federal and state regulations.
- Knowledge of human resources best practices and experience in HR policy development, including experience promoting and advancing diversity, equity and inclusion in the workplace.
- Experience with information technology systems, facilities, and general office operations;
- Exceptional management skills; ability to influence and engage direct and indirect reports and peers, strong mentoring, coaching experience to a team with diverse levels of expertise and backgrounds.
- Exceptional judgement, professionalism, and discretion in handling confidential and sensitive situations and matters.
- Strong verbal, written, organizational, analytical and interpersonal skills. Demonstrated experience as a proactive and creative problem solver.
- Ability to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and able to adapt to change and growth.
- Self-motivated to learn new concepts and participate in new projects.
- Advanced proficiency in Microsoft Excel, general proficiency in other Office Suite applications; Experience with accounting systems and database management/CRM systems (Salesforce preferred).
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.

Job Requirements

- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- Must be able to move about the office and at offsite events to access files, supplies, and assist with event set up.
- The position requires frequent communication with internal and external customers. Attention to detail in these communications is a key aspect of the job.

- The position requires occasional work on evenings or weekends. No significant travel is anticipated.

Compensation: \$120,000 - \$140,000 depending on experience and qualifications. Competitive benefits including health, dental, disability and life insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location: The position is located in Chicago at the IPHI office in the west Loop.

Starting Date: Immediate

Application Instructions: To apply, please submit a resume, cover letter and writing sample. Review begins immediately, and applications will be accepted until the position is filled; interested candidates are encouraged to apply early. The cover letter should compare your qualifications and experiences to the responsibilities and qualifications for the position. Please submit application materials electronically to CFAOJobSearch@iphionline.org.

Visit www.iphionline.org for more information about IPHI.

IPHI is committed to diversity, equity and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals to apply.

No phone calls, please.

The Illinois Public Health Institute is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.