



Illinois Public Health Institute
Job Posting
Chief Financial Officer

ABOUT ILLINOIS PUBLIC HEALTH INSTITUTE (IPHI)

At IPHI, we collaborate to advance health justice through equitable policy, systems, and institutional change. We lead and foster multi-sector partnerships and transformative initiatives that address health disparities, particularly for those communities that are historically marginalized. With a deep commitment to equity, we envision a future where all communities have a fair and just opportunity to be healthy and thrive.

IPHI supports this mission through a variety of strategies, including the facilitation and convening of cross-sector coalitions, training and technical assistance, policy advocacy, community engagement, and information sharing. Our work strengthens public health systems, influences equitable policies, and builds capacity for sustainable change at the community, institutional, and systems levels.

We are looking for individuals who are passionate about health equity, systems transformation, and collaborative approaches to public health. If you're driven by a commitment to justice, community-led change, and strategic action, we invite you to explore opportunities to join our team.

JOB SUMMARY:

IPHI is experiencing rapid growth across our program areas; the CFO role presents a compelling opportunity for a dynamic and strategic nonprofit finance leader. The CFO will partner with a passionate and dedicated team of nearly 50 staff to execute new initiatives and create sustainable financial solutions that advance health justice in Illinois' most vulnerable communities and nationwide. As a member of the senior leadership team, the CFO will help IPHI manage and enhance our recent growth and contribute to the development and attainment of our strategic goals.

We seek a leader who can promote best practices in non-profit financial management while upholding the highest standards of integrity and fiduciary responsibility. The CFO will play a critical role in guiding the organization through change management, designing and implementing initiatives to strengthen financial infrastructure, and ensuring operational effectiveness. The CFO will supervise the outsourced finance team and will partner closely with programmatic leadership. Within available resources, the CFO will be able to expand the team to meet identified operational or strategic needs. The CFO serves as the liaison to the Board of Directors and Executive Committee on financial, operational and administrative information.

IPHI is funded through a combination of federal, state and local grants; foundation grants; and fee-for-service contracts. This position is full-time, exempt, and reports to the CEO. IPHI's standard work week is 37.5 hours.

To apply: Please apply by sending your updated resume and cover letter directly to ashley.wiley@s-hsearch.com. Only updated resumes will be reviewed. The cover letter should compare your qualifications, experiences, and interests to the duties, responsibilities, and qualifications listed below for the position. Applications will be considered on a rolling basis until the position is filled. **No phone calls, please.**

DUTIES AND RESPONSIBILITIES:

General

- Develop a strategic financial vision for the organization, in collaboration with the CEO, and ensure alignment with IPHI's mission, vision, and strategic plan
- Oversee organizational, team growth by guiding the development and implementation of multi-year strategies to enhance revenue, develop high-impact strategic partnerships, and develop and enhance the financial and operational effectiveness of the organization
- Direct the seamless integration of financial and operational initiatives across departments and ensure synergy within the broader organizational framework and strategic plan

Finance & Accounting

- Develop and oversee financial strategies and operations by analyzing financial information and making recommendations to improve performance and support decision-making
- Develop and refine financial policies, procedures, systems and internal controls
- Oversee the development of and closely monitor the annual organizational budget
- Oversee the development financial projections and make recommendations to ensure appropriate spending levels
- Partner 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 the audit activities
- 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
- 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
- Make recommendations on investment portfolio and operational reserves

Expectations & Leadership Behavior

- Clearly communicate the organization's vision and strategic priorities, ensuring all team members understand and align their efforts accordingly
- Balance risk-taking with sound judgement, ensuring decisions are well-informed, thoughtful, and aligned with the organization's mission, vision, values, and strategic goals
- Build, exhibit, and maintain a culture of accountability, trust, and inclusion, setting high standards for personal and professional conduct
- Proactively address challenges within teams, fostering professional growth and ensuring that concerns are appropriately escalated to HR; Collaborate with HR and CEO to identify and mitigate team risks, creating a supportive and secure work environment

Teamwork & Team Relationships

- Foster an optimal collaborative work environment that encourages cross-functional teamwork and shared accountability on complex issues and partnerships
- 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

External Relationships

- Build and maintain strategic partnerships with funders, government agencies, and other organizations, in partnership with the CEO

Supervision

- Set direction, focus and objectives for team, providing oversight management
- Coach and evaluate team performance

Grant, Resource, & Finance Development

- Partner with programmatic leads on business development for the organization to generate revenue through consulting, fee-for-service, and grant opportunities
- Identify new business opportunities within existing and emerging partnerships that enable the organization to generate additional revenue
- Partner with programmatic leads to develop and manage budgets for multiple projects; course correct when necessary; works with outsourced finance team and program team to ensure organizational budget represents current and future work
- Partner with the COO to ensure an effective contract management process, including review and negotiation; timely, accurate reporting; proper financial controls; and budget management and performance tracking
- Partner with the COO to manage procurement processes and practices to ensure compliance with contractual and grant requirements, efficiency and cost effectiveness

Planning and Stewardship of Money

- Partner with the COO, negotiate and oversee manage capital purchases 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
- Review and approve invoices in Bill.com

Administration Management

- Manage administrative tasks related to employee supervision
- Oversee recruitment, hiring, onboarding and training, engagement and retention, promotions, and terminations for the financial team
- Partner with the COO to ensure compliance with state and federal laws such as ACA, ADA, EEOC, and FLSA
- Work with leadership team and managers to conduct financial planning trainings and develop and implement professional development activities

Other duties as assigned.

QUALIFICATIONS

- A master's degree in finance or accounting is highly preferred, additional certification in nonprofit finance is preferred. CPA will be considered in lieu of master's degree
- A minimum of 15 years' experience in nonprofit financial leadership, including 10 years in a supervisory role
- Expert understanding of Microsoft programs, including Excel, Word, PowerPoint, Teams, and Outlook
- Experience with accounting systems and database management/CRM systems (Sage, Bill.com, preferred)
- Understanding of Zoom, Asana, and other project management or organizing apps
- Expertise in nonprofit accounting principles, 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
- Exceptional management skills; demonstrated ability to influence and engage direct and indirect reports and peers and mentor and coach staff of 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, with demonstrated ability to translate complex financial information for non-financial audiences
- 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

JOB REQUIREMENTS

- The position is full-time, exempt, 37.5 FTE hours per week
- 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 to access files and supplies

- This position may entail occasional work in the evenings or on weekends and requires occasional travel for one or more nights from time to time
- This position is located in Chicago and will require adherence to our hybrid schedule

COMPENSATION: This position offers a starting base salary of \$173,042, depending on experience and qualifications.

BENEFITS: IPHI offers competitive benefits, including multiple health plan options, dental, vision, employer-paid disability and life insurance, flexible spending accounts, and a 401(k) with employer matching. Employees also receive PTO, paid parental leave, and an Employee Assistance Program, 15 paid holidays, including a week off in December.

LOCATION: This position is located in Chicago. IPHI operates a hybrid office work model where team members work in the office two days per week (Tuesday, Wednesday, or Thursday), and individuals may work in the office or remotely the other three days per week. There is travel for meetings and site visits within Chicago, the suburbs, and Illinois. Occasional overnight travel within Illinois or nationally for conferences and training may be required.

COVID PROTOCOLS: Ongoing COVID safety protocols are in place. Although we do not require wearing a mask in our office, we do provide KN95 masks to be worn in our common spaces or when working with others, should you want to engage in mask wearing.

STARTING DATE: Immediate.

IPHI recognizes and values multiple pathways to professional experience and education. We encourage candidates to share relevant experiences that demonstrate their qualifications. This may include demonstrated leadership successes, progressive career growth and leadership roles, content expertise, thought leadership, and relevant experiential learning. We welcome applicants with lived experience related to our program focus areas. Your perspective and insight are vital to advancing our mission of health justice.

IPHI'S COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

IPHI is committed to fostering, cultivating, and preserving a diverse, equitable, and inclusive culture in the workplace. We believe that diversity, equity, and inclusion are core to IPHI's mission and the well-being of our staff and the communities we serve. Our workplace is one where team members feel valued and respected regardless of actual or perceived gender identity or expression, race (including traits associated with race such as hair type, texture, or style), color, ethnicity, national origin, ancestry, age, family or marital status, family responsibilities, pregnancy (including childbirth or related medical conditions), reproductive health decisions, religion, socio-economic status, sex, sexual orientation, education, disability (including association with someone who has a disability), genetic information, citizenship status, work authorization status, order of protection status, military or veteran status (including unfavorable discharge from military service), or any other characteristic protected by local, state, or federal law.

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