



INNOVATIVE YOUTH ORGANIZATION IN EAST HARLEM SEEKS CHIEF FINANCIAL & ADMINISTRATIVE OFFICER

Harlem RBI is seeking a dynamic individual to serve as our Chief Financial & Administrative Officer (CFAO). The CFAO will serve as a member of Harlem RBI's Executive Team and play a key role in leading and supporting the organization's strategic plans and capacity development. The CFAO will have overall responsibility for the fiscal, facilities, information technology and administrative functions of Harlem RBI and DREAM Charter School. The CFAO should demonstrate a strong commitment to the mission and values of Harlem RBI and should have substantial expertise and management competency in all areas of responsibility.

Roles and Responsibilities

- Develop and oversee the implementation of short and long-term financial plans
- Supervise the Finance Department on all financial activities and accounting functions
- Analyze and appraise the organization's financial position and generate and present monthly fiscal reports to the Executive Director, Board and senior managers
- Prepare annual budget in coordination with senior managers and the Board
- Establish and monitor capital campaign fund protocols and procedures to track and manage capital gifts and related expenditures
- Develop appropriate investment policies and maintain contact with financial institutions
- Lead the annual financial audit and manage all on-site audit activity
- Supervise the monitoring of all contracts – public and private – to ensure compliance with fiscal and programmatic reporting
- Work with Board, Executive Director and other personnel in the overseeing, planning, financing, contracting and construction or alteration of facilities
- Oversee and monitor the development of a strategic IT plan to support the long term plans of the organization

Qualifications

- Bachelor's and/or advanced degree in finance or accounting; MBA and/or MPA preferred
- 8-10 years of relevant financial experience (accounting, budget, cash management, reporting compliance) with at least 3-5 years at management level
- Prior experience in staff or volunteer (i.e., Board) capacity at a non-profit organization preferred
- Capital campaign experience is a plus
- Superior verbal, written and presentation skills
- Prior management experience with staff supervision and development experience
- Experience with strategic planning, implementation, and high level of project management skills
- Demonstrates an understanding of the unique needs of under-served or at-risk youth populations
- A high degree of competency with technology and software applications, including Microsoft Office products and experience with Fund EZ preferred
- Spanish speaker preferred

Hours

Some evenings and weekends may be required

Compensation

Salary is competitive and commensurate with experience. All full-time employees receive an excellent benefits package including health and dental insurance, a 403B retirement account, life insurance, twenty days paid vacation per year and access to a full range of social services through our Employee Assistance Program.

How to Apply

To apply, please send a resume and cover letter to jobs@harlemrbi.org. **Please put "CFAO" in the subject line** and please let us know how you heard of this opportunity. **NO PHONE CALLS PLEASE.**

Harlem RBI provides equal opportunity for all applicants and employees.



Who We Are

Harlem RBI serves over 700 East Harlem youth by providing free, high-quality summer and after-school programs to youth ages 6-21 years in an intensive multi-year commitment that connects youth and families to age-appropriate programs and passionate professional staff over time.

All Harlem RBI youth play on a baseball or softball team and participate in a full range of education and youth development programs designed to build the skills and confidence necessary to succeed as healthy and active adults.

Harlem RBI's programs have been recognized nationally and locally by leading youth development practitioners and researchers.

What We Do

Using a unique blend of youth development principles and sports, Harlem RBI provides inner-city youth with opportunities to Play, Learn and Grow as student athletes. Staff uses the power of teams to Coach, Teach and Inspire youth to recognize their potential and realize their dreams.

Our programs are designed to ensure that all youth graduate high school and matriculate to college. Harlem RBI graduates are:

- **physically and mentally healthy**, able to avoid risk behaviors;
- **high school graduates who matriculate to college**;
- **work ready**, with the basic knowledge and skills to find and maintain a job;
- **good teammates, friends & family members**, cultivating positive relationships with peers & adults;
- **confident, competent and caring members of their communities**; and
- **active citizens**, who participate in their community's social and political life.

We Believe in Teams

Harlem RBI uses the power of teams to challenge staff and volunteers to meet high standards of performance, to seek meaningful results from our work and to constantly seek improvement in the services we provide.

As a team, we are committed to personal and organizational growth. We work together to reach high personal expectations, fulfill our commitment to youth and make Harlem RBI a model learning community.

Collaborative relationships are at the core of Harlem RBI's work and we are dedicated to seeking out diverse voices to inform our decisions. We are committed to communicating openly and optimistically.

We Believe in Diversity

An ideal candidate understands the importance of a workplace with diverse, cultural backgrounds, ethnicities and heritage, races, gender, sexual orientation, abilities, and ideas. The candidate believes that embracing differences makes us stronger, and is committed to creating and maintaining an open and just work environment.

For more information, visit Harlem RBI on the web at www.harlemrbi.org.