



**COOPERATIVE FUND OF THE NORTHEAST**

P.O. Box 970, Watertown, MA 02471 • 800-818-7833

www.coopfund.coop • cfne@cooperativefund.org

### **Cooperative Fund of the Northeast**

The Cooperative Fund of the Northeast (CFNE) is a community development loan fund that bridges socially responsible investors and cooperatives, community oriented non-profits, and worker-owned businesses in New England and New York. Since 1975 CFNE has supported consumer, small producer, housing, and worker-owned co-ops by providing over \$85 million in flexible financing, as well as customized technical assistance. This has created or preserved thousands of jobs and affordable housing units, without losing any investor funds.

We work for economic, social, and racial justice by advancing community based, cooperative, and democratically owned or managed enterprises with a preference to assisting cooperatives in low-income communities by:

- Providing financial products at reasonable rates
- Developing business skills
- Offering an investment opportunity that promotes socially conscious enterprise

### **About the Team**

We are a remote team of cooperative advocates located across the Northeast invested in developing our communities through thriving cooperatives. Seven years ago, we committed as a leadership team to invest more resources into racial equity including reexamining our policies, developing new products, and implementing an internal racial equity focused learning program. We make room for intentional conversations, respect work/life balance, and encourage individual growth. Now, as a growing team, we are presented a slew of opportunities for programmatic and impact growth. We are excited to reach deeper into communities across the northeast to advance learning, living and justice through cooperatives.

**Position Title:** Director of Finance and Administration

**Service Area:** Northeast US (New York State and the six New England states)

### **Job Description**

The Director of Finance is a new position and reports to the Executive Director. They will consolidate financial, HR, and IT functions currently held by multiple staff members and provide finance and administrative leadership to support CFNE's growth. This position will provide critical leadership at a time when CFNE is experiencing rapid dynamic growth. Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of candidates and there is no "perfect" resume!

This position will be responsible for:

Financial Management and Reporting



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- Manage the day-to-day finance and accounting function, provide support and oversight to bookkeeping function to maintain accurate recordkeeping and timely reporting to internal and external stakeholders, regulatory bodies, including CDFI Fund and other federal and state funders.
- Maintain and improve strong internal controls and financial systems, including systems to ensure compliance with federal regulations.
- Manage liquidity and reserves, and support other strategic financial decisions.
- Lead the annual budgeting process, and effectively manage and monitor compliance.
- Prepare for and manage the independent financial statement audit, and the audit of compliance with federal regulations, ensuring a smooth, timely, and clean annual audit.
- Work with the Director of Lending to monitor portfolio performance.
- Monitor compliance with organizational policies, conditions, financial covenants, and contractual obligations.

#### Human Resources, Technology and Administration

- Provide administrative and human resources support to the organization.
- Manage the organization's insurance policies and risk program.
- Support the organization's information security program, oversee contracted IT specialists.
- Other duties as assigned.

#### Strategic Leadership

- As part of the senior management team, help lead the implementation of the organization's strategic vision, goals, and annual work plan.
- Develop and monitor organizational budgets and projections to map the path for organizational growth and development.
- Contribute significantly to a healthy and innovative organizational culture rooted in a commitment to racial, social, and economic equity and justice.

#### **Qualifications and Characteristics**

The ideal candidate will have the following qualifications and background:

- 7-10 years of finance and accounting experience and knowledge of GAAP, with at least 5 years in a managerial role with oversight responsibility.
- Bachelor's and/or Master's degree in relevant finance or business preferred, not required.
- Experience with payroll and benefits management.
- Experience with Salesforce, preferred



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- Demonstrated supervisory experience including building effective and accountable teams through coaching and empowering staff.
- Strong verbal and written communication skills. Strong project management skills.
- Significant experience with computer software and systems, especially QuickBooks, Microsoft office suite, and GoogleSuite.
- A systems-thinker who can see how to build and transform processes and systems to support efficiency and growth.
- Proven capacity to work effectively and build respectful relationships with people of diverse cultures and backgrounds.
- Proven capacity to work remotely, self-directed and stay connected to colleagues and the organizational culture.
- Demonstrated commitment to equity and justice, and to the mission of the organization, and the ability to incorporate the values of diversity, equity and inclusion into all aspects of the role.
- Significant experience with a CDFI loan fund is preferred or must have an interest and commitment to quickly developing knowledge of CDFIs.
- Knowledge or interest in learning about the cooperative sector that CFNE serves.
- Lives in CFNE's service area.

### **Compensation:**

The Cooperative Fund of the Northeast offers a generous benefits package that includes vacation and sick time, vision and dental insurance, SIMPLE IRA retirement savings plan, Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), a generous home office reimbursement, and continuing professional development opportunities. This full-time salaried, non-exempt position is 35 hours per week and works remotely from a home office. Salary range: \$90,000-\$110,000, depending on experience. CFNE is an equal opportunity employer. Candidates of color are strongly encouraged to apply.

**How to Apply:** Please submit a resume and cover letter by email to [hiring@cooperativefund.org](mailto: hiring@cooperativefund.org).

**Deadline:** Priority review will be given to applications received by January 23, 2023.

### **Mental and Physical Requirements**



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This position requires frequent typing and other computer work, frequent telephone calls, repetitive hand movements, and occasional driving. Specific vision abilities required by this job include far and near acuity. Performing the duties of this job will require frequent sedentary work while sitting, and walking or standing the remainder of the day. In addition, this position requires occasional organizing, presenting, and the ability to deal with stressful situations. This position will frequently require decision making. Must have the ability to read, write, analyze, implement, evaluate, and consult on all applicable business related manuals, documents, procedures, policies, projects, and materials. Must have the ability to effectively present information and respond to questions from a manager, clients, and the general public. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format. Must have the ability to relate to others, work with others, work independently, concentrate, and perform complex or varied tasks as needed.

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*