



Job Description

Job Title: Chief Financial Officer
Reports to: President & CEO
FLSA Status: Exempt, Full-time (flexible schedule with required occasional weekend/night presence at events and Board of Director/Committee meetings), Salaried, Year-round, Benefit Eligible
Last Updated: January 1, 2025

As a Filoli team member, you support the mission to connect rich history with a vibrant future through beauty, nature and shared stories. In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You also actively support the Filoli core values and strategic vision as we create a place that is welcoming and inclusive through innovative programs and collaborative partners. The financial and administrative center is core to ensuring an organization that has integrity and responsible stewards of both financial resources and the place entrusted in our care.

SUMMARY

The Chief Financial Officer (CFO) plays a critical role in managing its financial stability while supporting its mission-driven strategic goals. Through a high level of financial acumen, they oversee budgeting, financial planning, and reporting to ensure that resources are allocated effectively to programs and initiatives that align with the organization's purpose. In partnership with senior staff, the CFO works to align financial priorities with operational needs, providing data-driven insights to guide decision-making. This includes working with department directors and managers to create budgets, evaluate performance metrics, and support initiatives that drive growth and efficiency. The CFO's collaboration fosters a unified approach to achieving the organization's goals while maintaining financial discipline. The CFO ensures compliance with nonprofit accounting standards, donor restrictions, and regulatory requirements, while maintaining transparency with stakeholders, including funders, the board, and the public through reporting that simplifies and communicates the financial story for all levels of stakeholder. They collaborate with the Development Team to align fundraising strategies with financial needs and provide leadership in evaluating the financial impact of grants, donations, and partnerships. Additionally, the CFO is a member of the Executive Team and works closely with the Team and program directors to optimize the use of resources, ensure sustainability, and safeguard the organization's long-term financial health.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Leadership

- Partner with the President & CEO, Executive Team, Leadership Team, and Board of Directors to create and implement a bold vision that builds a sustainable organization for future generations;
- Align financial strategies with its mission-driven strategic goals and operational needs;
- Serve as an independent senior leader of Filoli and act in the best interests of the organization as needed in the absence of the CEO;
- Participate as a member of the Executive Team in the development and implementation of organization-wide policies, strategies and programs that will contribute to its overall success;
- Oversee resource development and allocation for the organization and guiding overall budget principals;
- Serve as primary signing authority for checks, contracts and invoices;
- Support the fundraising effort through budget development, communication, grant management, and reporting;
- Develop comprehensive reporting mechanisms that meet internal management needs and provide analysis for future growth and development;
- Serve as Staff Liaison to Board Finance Committee and Audit Committee;
- Directly manages, represents and covers the responsibilities of all professional staff or relevant contract professionals reporting to them: responsible for scheduling, training, evaluating and all coordination with People & Culture;
- Represent Filoli nationally and serve as a national leader serving on boards, committees and supporting relevant initiatives;
- Fulfill expectations as listed in Filoli's Expectations for Directors, Managers and Supervisors;

Finance & Accounting

- Provide strategic vision and planning to ensure long-term financial sustainability for a growing organization;
- Create a service-oriented accounting function to support the organization's complex activities effectively;
- Partner with the CEO, senior staff, and department leaders to ensure financial processes are accessible, collaborative, and aligned with organizational priorities;
- Collaborate with department managers to create budgets, evaluate performance metrics, and support initiatives driving growth and efficiency;
- Foster a unified approach to achieving organizational goals while maintaining financial discipline;
- Deliver data-driven insights to guide decision-making through clear, multi-leveled reporting and analytics;
- Oversee budgeting, financial planning, and reporting, ensuring effective resource allocation and transparency with stakeholders, including funders, the Board, and the public;
- Collaborate with the Development Team to align fundraising strategies with financial needs and evaluate the financial impact of grants, donations, and partnerships;
- Maintain compliance with nonprofit accounting standards and regulatory requirements to safeguard the organization's financial health;

- Manage the professional team overseeing accounting, finance, budgets, purchasing, and contracting;
- Oversee all accounts, securing financing if needed to meet organizational demands;
- Provide oversight of investments and direct investment management to maximize financial resources for growth;
- Lead the annual budget and projections process, offering training, templates, and reports to ensure engagement from all budget managers;
- Serve as liaison for the annual audit and oversee the preparation of financial statements in accordance with GAAP;
- Partner with the CEO and senior leadership to optimize revenue streams (e.g., rentals, events, programs, admission, retail, membership, and fundraising) and create business plans for innovative programs to support continued growth;
- Ensure timely, accurate analysis of budgets, financial trends, forecasts, and monthly financial statements;
- Develop and enforce internal controls to safeguard assets and ensure compliance with all relevant laws and regulations;
- Oversee relationships, contracts, tax filings, and reporting with vendors and contractors;
- Provide training to department directors and managers on compliance with organizational policies and procedures;
- Identify and implement best practices to improve processes, productivity, efficiency, and consistency across departments;

Administrative

- Ensure that the organization is in compliance with all required registrations, business licensing, reporting, and auditing;
- Oversee or provide input for benchmarking studies and surveys so that Filoli is represented within all sectors and ensure receipt of ongoing data to guide growth;
- Coordinate with the National Trust for Historic Preservation, owners of the site and some land holdings, on required reporting in line with the Cooperative Management, Lease, and Loan Agreements;
- Oversee the insurance and risk management program for Filoli managing regularly bidding and all claims;
- Ensure vendors and contractors are in compliance with Filoli, state, and federal requirements;

General

- Provide the highest quality service to internal and external customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

SUPERVISORY RESPONSIBILITIES

Job titles of those who report **directly** to this position currently are: Controller with a total staff of five and other contractors and administrative support staff as needed for projects.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education: A Bachelor's Degree with a CPA or equivalent accounting experience required. Nonprofit accounting experience ideal. An advanced degree and/or specialize business training (MBA or equivalent) preferred.

Core Competencies:

- ORGANIZATIONAL MANAGEMENT EXPERIENCE – At least 7 years of experience serving as a member of the executive leadership team, providing guidance on organization's financial strategies and successfully implementing the overall vision, strategy, and organizational priorities. Experience developing creative structures of support/accountability among peers and teams. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- FINANCIAL AND BUSINESS MANAGEMENT – Demonstrated success in financial and business administration. Possess knowledge of financial reporting for nonprofit organizations in accordance with Generally Accepted Accounting Principles (GAAP). Considerable experience creating, leading, and aligning organizational strategy with finance/budget, human resources, program development, organizational development, etc. Exceptional accounting, finance, and budget experience and ability to present such information which is accessible to various audiences.
- PEOPLE, PROJECT, AND PROGRAM MANAGEMENT SKILLS – Exemplary people management skills, strategic leadership abilities, and the ability to link the development of people with achievement of organizational outcomes. Effective team leadership skills. Cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires. Strong supervisory skills and proven success supporting staff development and empowerment. Demonstrated experience evaluating events, campaigns, or productions.
- LEADERSHIP – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively with Filoli's many constituencies including staff, Board members, community partners, individual and institutional donors, and community supporters.
- CULTURAL COMPETENCIES – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- DIVERSITY, EQUITY, AND INCLUSION – Commitment to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- COMMUNICATION SKILLS – Exceptional oral and written communication skills including the demonstrated ability to research, and analyze information, compose reports and correspondence, and present proven data in a clear and inspiring manner.

- DECISIVE NATURE – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions, with understanding of the inherent risks and the implications of making tough decisions.
- COMPUTER SKILLS – Strong capacity for using financial databases. Proficiency with Google Suite and Microsoft Office applications. Proficiency in Financial Edge NXT (Blackbaud) or similar general ledger software and experience with 3rd party payroll services (ADP preferred).
- AVAILABILITY – Maintain a flexible work schedule that includes evenings and weekends to meet the demands of executive management. Work from home optional for 20% regularly and up to 40%.

Skills and Abilities:

- Demonstrate a deep commitment to and enthusiasm for the mission and vision of Filoli;
- Detail and results orientated with intentional use of data to improve performance and processing information to make astute recommendations and/or decisions;
- Possess an organized and strategic approach to business management with experience in financial management and a successful history of setting and meeting realistic financial and organizational goals;
- Ability to partner effectively and diplomatically with the CEO and key members of the Board of Directors, as appropriate;
- Demonstrated success, with the ability to think strategically while executing tactically within a resource-constrained environment;
- Be an effective communicator who is articulate and persuasive in written and spoken communications with the ability to present complex data to multiple audiences;
- Highly motivated and energetic, ability to show initiative and work independently;
- Have experience managing a team of professionals, including the proven ability to mentor, train, and develop staff as well as the ability to create and maintain a collegial and positive work environment with high morale, professional standards and productivity;
- Display a high level of integrity and dependability with a strong sense of customer service, urgency, results-orientation, diplomacy, confidence and good humor;
- Ability to respectfully ask questions, challenge, and communicate both positive and difficult messages to subordinates, superiors, and peers; speaks about issues truthfully and without blame;
- Sound judgment regarding the appropriateness of guarding confidentiality to protect the privacy rights of staff or donors;
- Ability to work in a fast-paced, change oriented environment;
- Follow-through to successful completion of all projects and communications.

CERTIFICATES, LICENSES, REGISTRATION

A valid Driver's License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry up to 20 pounds;
- Direct customer interaction;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend as well as sit for long periods of time at a computer and talk on the phone.

LIMITATIONS AND DISCLAIMER

I understand and acknowledge this job description is meant to describe the general nature and level of work to be performed and can be modified at any time by Filoli in its sole discretion. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties as directed.

Employment at Filoli is “at will”. Nothing in this job description is meant to, or does, alter the “at will” status of this position. In addition to this job description, the Chief Financial Officer is also bound by the policies and procedures outlined in the Employee Handbook which will be separately provided upon hiring. Filoli complies with all Federal and State laws and is an equal opportunity employer.

By signing this job description, I acknowledge that I read and understand the responsibilities for the position of Chief Financial Officer. I am willing and capable to effectuate the duties outlined and there is nothing, to my knowledge, that would prohibit me from completing the tasks assigned.

Employee Name

Date

Employee Signature

President & CEO Signature

Date