



POSITION ANNOUNCEMENT – CHIEF FINANCIAL OFFICER

BACKGROUND

Manna, Inc. is a nonprofit developer of affordable rental and ownership housing, a condominium and homeowner association manager, and a HUD approved housing counseling agency, currently operating in the District of Columbia and Maryland. Since its founding in 1982, Manna has invested over \$350 million in District of Columbia neighborhoods to create affordable rental and owner-occupied housing and have helped over 2,000 low- and moderate-income households become homeowners. Its portfolio includes both ownership, preservation, and multifamily affordable rental units.

Manna's approach is to perform development functions in-house through its development staff, sales and marketing, and homebuyer education and counseling teams. Manna has a few joint venture arrangements with other development companies.

Manna also has a fund development staff sourcing, soliciting, and securing significant amounts of philanthropic contributions and grants on an annual basis.

POSITION OVERVIEW

Manna is seeking a Chief Financial Officer (CFO) to lead a team in the financial reporting, accounting, and taxation of Manna and its affiliates and subsidiaries. The CFO will work with the CEO to optimize the financial health of the organization.

This CFO reports to and will work closely with the President and CEO, having duties and responsibilities customary to the role. The CFO will be a member of the executive management team working with and supporting other Manna departments and functions. The CFO will serve as primary liaison to the Finance Committee and Audit Committees of the Board of Directors, leading the financial reporting to each.

The CFO will have supervisory, management and reporting responsibilities of the operational capabilities, activities and professional or technical needs of the accounting team, consisting of a Controller, two Senior Accountants and a Staff Accountant.

The scope of authority includes the primary corporate entities of Manna, Manna Ventures, and Providence Construction, operating real estate entities, related general partner or

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managing member duties and responsibilities of single purpose entities or minority ownership interest.

CFO responsibilities include:

- Serve as staff liaison to the Board of Directors, Finance Committees, preparing and presenting monthly financial reporting.
- Prepare cash flow reports, forecasts or analyses to support the activities of Manna's departments.
- Prepare annual operating budgets for Manna and Providence Construction
- Maintain a system of effective internal controls with appropriate levels of delegation, supervision, and timely and accurate recording of transactions and distribution of financial reports.
- Improve Manna's automation of accounting related activities and reporting.
- Supervise and/or prepare work papers and supporting documentation for the annual financial audit of Manna and its affiliates and subsidiaries, presenting final reports with the independent public accountants to the Audit Committee.
- Supervise and/or prepare work papers and supporting documentation for the annual tax filings of Manna and its affiliates and subsidiaries, presenting final corporate returns to the Finance and Audit Committees.
- Supervise and manage oversight of all operational banking relationships and corporate borrowing arrangements.
- CFO's authority of cash transactions is as one of two approvers required for the payment of real estate project costs or corporate operating expenses (e.g., compensation and benefits, overhead, occupancy and allocations thereof) or release of approved ACH or EFT transactions.
- Supervise Manna's and Providence's 3rd party payroll processing vendor to ensure accurate and timely recordation, and periodic reporting for purposes of maintaining insurance, the retirement plan, FSA related activities.
- Review annual operating budgets and cash flow forecasts for operating real estate entities for their impacts to Manna operations and cash flow.
- Review and support the evaluation and management of development and asset management related activities.
- Review and support the evaluation and management of construction related activities.
- Develop and implement strategies to optimize the organization's financial health.
- Advise on risk management.
- Some oversight and input in asset management functions and responsibilities.

Qualifications: Manna's new CFO shall be a financial leader with a growth and mission-oriented mindset. The successful candidate will meet the following criteria:

- A minimum of 7 years in affordable housing or related real estate finance is a must due to the regulatory environment.



- Successful management of a small team and supporting other corporate departments.
- Audit and tax experience for a not-for-profit.
- Budgeting and cost allocation experience for a multi-function corp.
- Financial reporting to a board or board committees.
- Yardi experience a plus but plan to provide front-end training.
- Relationships with investors, lenders, syndicators, grantors, and government partners a plus.
- Demonstrated experience with grants accounting experience.
- CPA certification a plus

Skills: The successful candidate will possess the following skills and attributes:

- Ability to write, communicate, and present coherently.
- Ability to build and manage a small accounting team.
- Unwavering commitment to diversity and inclusion
- Strong analytical skills
- Personal integrity and honesty

Compensation: \$145,00- - \$160,000 Competitive salary and benefits commensurate with experience.

- Medical, Dental, Vision Insurance
- Life Insurance
- Disability Insurance
- 401K
- FSA

To Apply submit the following:

- Cover Letter
- Resume
- Send to MannaHR@Mail.com

Manna Inc. is an equal opportunity employer.

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