

Chief Financial Officer District Alliance for Safe Housing (DASH)



D A S H
DISTRICT ALLIANCE FOR SAFE HOUSING

Status: Full-time, exempt employee
Salary: \$140,000 - \$160,000
Reporting: President & Chief Executive Officer (CEO)
Location: Washington, DC
Deadline: Resume reviews begin immediately. For best consideration, apply by August 22.

About the District Alliance for Safe Housing

Founded in 2006, the District Alliance for Safe Housing (DASH) is DC's largest provider of safe housing and trauma-informed services for survivors experiencing homelessness due to domestic and sexual violence. DASH meets survivors where they are, eliminating barriers that prevent them from accessing safe housing so that they rebuild their lives on their own terms.

Prior to DASH, there were fewer than 50 shelter beds dedicated to survivors of domestic violence. Over the past 15 years, DASH has dramatically increased access to safe housing. In 2020, DASH supported 239 adults and 623 children with safe, long-term housing and trauma-informed services; connected 3,113 survivors to housing resources, advocacy, and safety planning support; housed 81 survivors and their families at the height of COVID-19; and provided 63 survivors emergency financial assistance to prevent them from losing their home.

DASH connects with people and families at risk of homelessness due to domestic violence through key community partners throughout the greater National Capital Region. DASH offers counseling on housing programs and options; emergency financial assistance; and emergency housing, transportation, and wraparound services. DASH manages 82 transitional and permanent supportive housing units for survivors - individuals, families, and transitioning youth aged 18-24. Once in safe housing, survivors can elect to receive DASH's supportive wraparound counseling and services.

Over the last few years, DASH has developed and strengthened its programs and grown its administrative capacity. The Catalogue for Philanthropy has recognized DASH's operational excellence as one of the DC region's best nonprofits, and it holds Candid's Gold Seal of Transparency. DASH's FY22 operating budget will be ~\$8 million. DASH's FY21 budget was ~\$6 million, of which 73% was from government sources. DASH Properties, LLC is a wholly owned DASH subsidiary that owns and manages property related to DASH's mission, with an FY21 operating budget of just over \$1 million. Please visit www.dashdc.org to learn more about DASH.

Position Overview

Reporting to and partnering with the President & CEO, the Chief Financial Officer (CFO) will provide executive leadership for all fiscal and fiduciary responsibilities across DASH and DASH Properties, LLC. The CFO position is a new role for DASH and is an exceptional opportunity for a mission-focused finance specialist seeking to work in partnership with a committed team of passionate professionals leading the evolution of a fast-growing, highly respected nonprofit organization. The CFO is a strategic partner, a critical thinker, and willing to challenge DASH's status quo to reach new growth and vision levels.

DASH's CFO will have a significant track record as a finance professional in the nonprofit sector, and strong interpersonal skills to distill and communicate complex matters with clarity and confidence. DASH has grown significantly over the past few years, such that the CFO's early focus will be on implementing clear standards of execution of policies and procedures required of an organization of DASH's size and complexity. DASH will embark on strategic planning in late 2022 or early 2023, and the CFO will work closely with the staff to develop accurate financial models and projections to guide the organization's strategic direction.

The CFO will sit on DASH's Executive Team (ET) and lead all financial planning, organizing, operating, and staffing in collaboration with ET peers. The CFO provides precise financial reporting, excellence in financial execution, ambitious forecasting, and objective recommendations grounded in reality. They set and maintain all financial compliance for federal and District government contracts and private grants. They partner across DASH to strategize and facilitate financial plans for DASH's expansion and inform effective methods to sustain its complex business and program models. They will advise and assist senior and divisional directors with planning and modeling budgets, cost ratios, and compliance requirements with a focus on building staff capacity and a financially empowered organizational culture.

In partnership with the President & CEO, the CFO has a consultative relationship with the board of directors' (BOD) finance committee (inclusive of audit and investment functions). The CFO supervises a three-member Finance team. This position is hybrid (in-person & remote) located in Washington, D.C.

In addition, per our existing Covid-19 testing & vaccination policy protocol, every employee is required to be fully Covid-19 vaccinated or have an exemption form, medical or religious, on file with the People & Culture Department prior to the start date.

Key Responsibilities

This position is a challenging and rewarding opportunity for a subject matter expert on financial strategies for a fast-growing nonprofit. The CFO will be a confident and clear communicator who can concisely assess and summarize key points, risks, rewards, and tradeoffs of multiple scenarios. They will be a patient teacher and able to differentiate instruction for finance team members and strengthen the organization's financial acumen across departments. They will be guided by integrity and high ethical standards, so strategies ensure the best outcomes for DASH's clients. Specific areas of responsibility include:

Systems Building and Refinement (20% in first year, less over time as systems are firmed up)

- Build, manage, and maintain an agile finance infrastructure and system within a dynamic, fast-evolving environment. This includes the design and periodic reassessment of updated policies, procedures, and SOPs as needed to ensure accurate and timely financial management, adequate controls, and an efficient accounting/Program interface so the organization's finance, and business functions can adequately and sustainably support recent and projected growth.
- Partner with the Chief People & Culture Officer to procure specialized finance IT systems that meet the needs of the organization.

Financial and Operational Management (30% of time):

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP, regulatory and grant funder requirements, and OMB audit requirements.
- Oversee and maintain internal control safeguards; coordinate internal and external audit activities.
- Oversee annual IRS Form 990 and audit preparation and liaise with external auditors.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and DASH's board of directors; oversee the preparation and communication of monthly, quarterly, and annual financial statements.
- Oversee indirect rates reporting and management and preparation of the company's NICRA, working with DASH's external accounting firm, as necessary.
- Oversee and develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs. Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Lead development and presentation of financial metrics both internally and externally.
- Manage and track the performance of DASH's Board restricted funds and Capital Campaign progress in keeping with the policies and investment guidelines established by the finance committee.

Strategy, Planning & Investor Relations (30% of time):

- As a true business partner to the President & CEO and divisional directors, assess organizational performance against both the annual budget and DASH's long-term strategy. Develop tools and systems to provide critical financial and operational information to the President & CEO and make actionable recommendations on both strategy and operations.
- Engage the board finance committee around issues, trends, and changes in the operating model(s) and operational delivery to develop short-, medium-, and long-term financial plans and projections. Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).
- Oversee long-term budgetary planning and costs management in alignment with DASH's strategic plan, especially as the organization considers sponsorships, potential acquisitions, and collaborations with external organizations.
- Provide financial leadership to inform effective governance models over DASH's growing business and program complexity.
- Develop and utilize financial business plans and forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Participate in corporate policy development as a member of the Executive leadership team.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Team Management (20% of time, increasing over time as the team is built out):

- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Supervise the Finance team to ensure that policies, procedures, and practices are consistently developed, implemented, and maintained.
- Support and lead the Finance team staff in cross-team engagement to train and develop financial acumen throughout the organization.
- Guide larger, cross-divisional teams outside of direct span of control within DASH program and divisional areas.

Other duties as assigned or required.

Experience, Skills and Qualities

The following outline DASH's key priority areas for the CFO role:

- Bachelor's degree required, preferably in accounting or finance. MBA and/or CPA preferred.
- 7-10 years of broad finance experience, including 5+ years in a nonprofit setting. Experience managing the finance function (accounting, budgeting, control, and reporting) within an entity with complex program offerings and diverse financing sources (state, federal and private funding).
- Advanced understanding of the practices and procedures of Generally Accepted Accounting Principles (GAAP) as applied to financial accounting, reporting, and transactions. Knowledge of OMB requirements for nonprofits.
- Advanced proficiency with accounting software and financial reporting applications.
- Advanced proficiency in preparation and analysis of financial statements and forecasting methods.
- Proven experience in data analysis, risk management and forecasting methods.
- Proven experience partnering with IT staff to manage critical financial management systems.
- 5+ years as a supervisor. Able to organize and prioritize a team's work with colleagues and meet deadlines within a fast-paced environment with competing demands.
- Record of recruiting, motivating, organizing, and retaining a high-performing and diverse team.
- Record of fostering talent development, growth, learning, and improvement.
- Excellent analytical and organizational skills.
- Exceptional project management skills with great attention to detail. Comfort with working on multiple projects and competing deadlines.
- Excellent verbal communication and interpersonal skills at all levels, internally and externally.
- Experience ensuring strong communication and collaboration cross-functionally with diverse stakeholders with varied financial knowledge backgrounds.
- Experience developing staff, particularly around issues related project finance and management.

Proficiency in the following software programs is necessary for this role:

- Accounting and financial management software such as QuickBooks Online, SageIntacct, BlackBaud

- Cloud-based reporting, budgeting, and data entry automation applications such as Tallie, Bill.com
- Microsoft Office, including Word, Excel, PowerPoint, Outlook
- Internet Browsers (Firefox, Chrome, Internet Explorer)

Physical Demands

- Prolonged periods of sitting at a desk and working on a computer.
- May occasionally be called upon to perform a variety of physical tasks, such as pushing, pulling, and lifting up to 25 pounds unassisted.
- Must be able to access and navigate each department at the organization's facilities.

Contact DASH@good-insight.org to request reasonable accommodations.

Compensation & Benefits

DASH offers a competitive salary in the range of \$140,000 - \$160,000. Employees have access to 90% employer-paid insurance for health, dental, and vision, Rx, short- and long-term disability and life, a minimum of 20 days of paid leave, 15 holidays, a weeklong winter holiday, and a matched contribution retirement plan.

Application Process

DASH has retained the services of Good Insight, a national executive search firm serving nonprofits, to conduct this search. Interested applicants should submit a resume and a detailed cover letter that describes their interest in and qualifications for this role. Upload application materials at www.good-insight.org/careers. Direct confidential inquiries to Carlyn Madden at DASH@good-insight.org.

Resume reviews begin immediately. For best consideration, apply by August 22, 2022. Early applications are encouraged due to the pace of the search.

Equal Employment Opportunity

DASH is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. DASH bases employment decisions on each person's performance, qualifications, and abilities. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or characteristics protected by District of Columbia and federal law. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

All employment offers are contingent upon satisfactory proof of eligibility to work in the United States. A background investigation, credit check, and drug test are required for this role. A record of complete vaccination against COVID-19 is also required, unless for medical or religious exemptions.