

## Chief Financial Officer District Alliance for Safe Housing (DASH)



D A S H  
DISTRICT ALLIANCE FOR SAFE HOUSING

Status: Full-time, exempt employee  
Salary: \$130,000  
Reporting: President & Chief Executive Officer (CEO)  
Location: Washington, DC  
Deadline: Resume reviews begin immediately. Deadline of November 15, 2021.

### 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 has recognized DASH's operational excellence for Philanthropy 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](http://www.dashdc.org) to learn more about DASH.

### Position Overview

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 highly-motivated, 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 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.

The ideal candidate will have passion for DASH's mission, excellent interpersonal skills, a significant track record as a finance professional in the nonprofit sector, and the ability to distill and communicate complex matters with clarity and confidence. The CFO's early focus will be evaluating and implementing new policies and procedures befitting an organization of DASH's size and complexity while working closely with the staff to develop accurate financial models and projections to guide the organization's strategic direction.

The CFO instills confidence in DASH's financial functions by providing precise financial reporting, 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.

The CFO functions in core areas as an operator, strategist, steward, and catalyst:

- **Operator** – balance capabilities, talent, costs, and service levels to efficiently fulfill the finance department's core responsibilities.
- **Strategist** – provide financial leadership with strategic business direction, financing, capital market, and long-term strategies vital to DASH's future performance.
- **Steward** – protect and preserve DASH's critical assets, and accurately report on the financial position and operations to internal and external stakeholders.
- **Catalyst** – stimulate and catalyze behaviors across DASH to execute strategic and financial objectives while at the same time creating a risk intelligent culture.

The CFO reports to the President and CEO and has a consultative relationship with the board of directors (BOD) finance, audit, and investment committees. They serve as a member of the Executive Team (ET) and advise and assist senior and divisional directors with planning and modeling budgets, cost ratios, and compliance requirements. The CFO supervises a Finance team that currently includes a Staff Accountant; an additional Staff Accountant and Associate Director will be hired in early 2022.

DASH's administrative headquarters is in northeast DC. As a member of the executive team, the CFO will work mostly onsite, with remote opportunities as they get situated. The DASH team will be 100% vaccinated this fall, unless for medical or religious exemptions.

## **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 individual team members, and strengthen the organization's financial acumen. 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:

### *Financial and Operational Management (30%)*

- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles (GAAP), legal and regulatory

- requirements, and Office of Management and Budget (OMB) audit requirements.
- Consistently analyze financial data and present financial reports accurately and timely; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes to inform DASH's team of the organization's financial status.
  - Design and lead effective annual and multi-year budgeting and reforecasting processes, while soliciting and coordinating input from SMT and BOD.
  - Provide strategic guidance to the SMT, particularly around scenario modeling, expansion, capital investments, and operating reserves.
  - 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.
  - Manage internal control safeguards; liaise with external auditors and accountants to complete annual audits and IRS Form 990s.
  - Oversee all loans, unrestricted and restricted net assets, and capitalizable assets.
  - In collaboration with the President & CEO and the Chief Development and Communications Officer, develop and maintain a reliable cash flow projection process and reporting mechanism that includes a minimum cash threshold to sustain the organization's operations. Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
  - Manage and track the performance of board-restricted funds and capital campaign progress in keeping with the finance committee's policies and investment guidelines.
  - Remain update-to-date on nonprofit audit best practices and local and federal laws regarding nonprofit operations; communicate changes across the organization.
  - Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.

#### *Strategy & Planning (30%)*

- As a partner to the President & CEO, ET, and BOD, assess short- and long-term organizational performance against budgets, projections, and strategy.
- Develop tools and systems to report timely and critical financial information to the President & CEO and make actionable recommendations on both strategy and operations.
- Engage BOD's finance, audit, and investment committees around issues, trends, and changes to the operating model(s) and operational delivery. Assist in establishing committees' yearly objectives, meeting agendas, and retaining outside consultants (e.g. auditors and investment advisors).
- Oversee long-term budgetary planning and cost management aligned with DASH's strategic plan, especially as the organization considers sponsorships, potential acquisitions, and collaborations with external organizations.
- Develop financial plans, predictive models, and activity-based financial analyses to direct operations and business plans.
- Engage with the board's finance committee to develop short-, medium-, and long-term financial plans and projections.
- Recommend benchmarks to measure the performance of financial operations.

#### *Team Management (20%)*

- 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 and create, monitor, evaluate, and report on team goals.
- Manage requests from divisional leaders, and delegate to the Finance team as needed.
- Provide guidance and training to larger, cross-divisional teams outside of direct span of control within DASH program and divisional areas.

#### *Systems Building & Policy Development (20%)*

- Build and manage an agile finance infrastructure and system, within a dynamic, fast-evolving environment by evaluating and, as necessary, updating financial software systems, accounting processes, and workflows.
- Document procedures that ensure finance and business functions adequately and sustainably support recent and projected growth.
- Develop and implement financial policies to ensure accurate and timely financial management, adequate controls, and an efficient interface between accounting and programs. Review and update manuals; train team members on new material.
- Participate in organizational policy development as an SMT member.

#### **Experience, Skills and Qualities**

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

- Passion for DASH's mission of providing safe housing and trauma-informed services for survivors of domestic and sexual violence.
- 7+ years of professional finance experience, ideally with a current or previous position as a CFO, VP of Finance, or Controller.
- Education in accounting, finance, or relevant fields. MBA and/or CPA is desirable.
- At least 3 years leading a nonprofit finance function (accounting, budgeting, control, and/or reporting) in a setting with complex fund-based accounting, restricted grant tracking, and required government reporting. Experience in housing is a major plus.
- Experience with cash management and forecasting of >\$5M.
- Deep knowledge of nonprofit accounting principles and OMB compliance requirements.
- Systems-oriented; adept at setting up new processes and procedures and training teams on how to adopt new ways of working.
- Experience with complex organizational finances resulting from multiple programs, multiple locations, and a variety of restricted funding sources.
- Proficient with accounting software, financial reporting, and analysis of financial reports and trends. DASH uses Quickbooks Online, Bill.com, and Tallie.
- Demonstrated experience producing, analyzing, and presenting all standard business financial reports, with exceptional ability to translate financial concepts, trends, reports, and forecasts to non-expert staff and board members.
- Adept at adopting new technology; comfortable using a variety of today's cloud-based collaborative software and word processing tools.
- A record of supervisory experience effectively managing a small team.
- Experience creating and adapting long term financial planning scenarios and strategy recommendations based on existing data and business insights as conditions shift.
- Experience working with fundraising staff to forecast a variety of revenue pipelines and manage numerous concurrent grant contract reporting requirements.

- Strong organizational and project management skills with attention to detail, and the ability to manage multiple projects on different timelines.
- Operate at the highest levels of integrity to safeguard clients' personal information and confidential organizational information.
- Fortitude for challenges that accompany organizational change and growth.
- Fluency in English is required. Fluency in a secondary language, such as Spanish, Amharic, Vietnamese, Mandarin, or American Sign Language is preferred.

We understand that no single candidate can possess every qualification listed above and welcome applications from people meeting many but not all of these following attributes. If you're inspired by DASH's mission and interested in future finance roles at the director, associate director, and/or accountant levels, indicate your interest at [DASH@good-insight.org](mailto:DASH@good-insight.org).

### **Working Conditions**

DASH is committed to access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, services, programs, and activities. This position requires sitting and/or standing for several hours at a time, repetitive motion activities including typing on a computer keyboard, and frequent communication via telephone and/or digital communication tools. The CFO may occasionally be called upon to perform a variety of physical tasks, such as pushing, pulling, and lifting up to 25 pounds unassisted. Contact Kessa Thompson ([DASH@good-insight.org](mailto:DASH@good-insight.org)) to request reasonable accommodations.

### **Compensation & Benefits**

DASH offers a competitive salary of \$130,000. 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](http://www.good-insight.org/careers). Direct confidential inquiries to Kessa Thompson or Isha Haley at [DASH@good-insight.org](mailto:DASH@good-insight.org).

Resume reviews begin immediately. For best consideration, apply by November 15, 2021. 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.