

## Chief Financial Officer (hybrid)

In under-resourced communities nationwide, countless students are denied access to high-quality public education due to the lack of adequate facilities for charter schools. As the nation's leading nonprofit charter school lender and developer, [Civic Builders](#) (Civic) is working to break down that barrier. Our organization is expanding, and we are seeking a forward-thinking Chief Financial Officer (CFO) to drive strategic decision-making, modernize financial systems, and upskill staff to position us for scalable growth.

As a key senior leadership team member reporting to the Chief Executive Officer (CEO), you will lead a team of three and regularly engage with capital providers, boards, and other stakeholders. Your team will oversee an \$8M operating budget, including all investments, forecasting, financial reporting, accounting, payroll, the annual audit, and compliance with financial guidelines and regulations. You will also manage a \$250M balance sheet and the accounting, cash management, and reporting for the \$300M [Facilities Investment Fund](#), a partnership with the Walton Family Foundation, and ensure compliance for federally funded New Market Tax Credits allocated to our partner schools. You will manage a high volume of financial activities related to real estate development projects, including audits, tax returns, and bank accounts for approximately 100 legal entities.

### How You'll Make an Impact

You will have an influential voice in shaping Civic's future, providing strategic guidance and operational support that will enable us to seamlessly navigate complex financial transactions and seize new opportunities to further our mission. Your leadership will strengthen our financial infrastructure, establish scalable systems and processes, and elevate our accounting and finance team's performance to ensure long-term success.

### Work Environment, Salary, and Benefits

- Civic is located in New York, NY, and has a hybrid, collaborative work environment. Local NYC team members work two days on-site weekly and telework the rest of the week. The entire organization also meets quarterly for a week in NYC. This position may require additional in-office time for strategic planning with the senior leadership team.
- The budgeted salary range for this role is \$220K - \$245K with bonus eligibility. The salary offered will be commensurate with experience and location. We want you to be well and thrive. Our excellent benefits package includes medical, dental, and vision coverage, 4% employer match 401(k), and generous PTO.
- Additional benefits and perks include flexible spending accounts (FSA) and health savings accounts (HSA), short-term & long-term disability insurance, group term life insurance, commuter benefits program, 12 weeks paid parental/family leave, cell phone plan reimbursement and equipment replacement, professional development reimbursement, home office setup, and social and educational outings.

### Responsibilities

### Financial Stewardship and Oversight

- Develop and implement financial strategies aligned with our long-term goals. Manage overall financial operations, including budgeting, forecasting, and investments. Serve as a key advisor to the Chief Executive Officer and Chief Operating Officer (COO).
- Direct comprehensive financial reporting for internal and external stakeholders, including senior leadership, board members, and lenders. Provide actionable insights and recommendations to enhance performance and support strategic planning.
- Oversee your team to ensure accuracy across all internal accounting processes, including general ledger management, accounts payable and receivable, bank reconciliations, deposits, and customer billing, including school facility development services and monthly rental invoices.
- Oversee capital structure and manage debt and liquidity. Maintain banking relations and negotiate strategic financial agreements.
- Oversee the planning and execution of swap debt agreements to manage variable interest rate exposure on certain debt instruments.
- Ensure compliance with all financial regulations and develop risk management strategies. Supervise financial audits and tax filings for all Civic's entities and assets.
- Streamline internal accounting processes to enhance efficiency. Implement cost-reduction initiatives and performance measures across the organization. Evaluate and implement technology solutions to support process improvement.
- In partnership with the Chief People Officer, assist with payroll and support additional human resources and compliance-related activities such as corporate- and project-level insurance coverage and relationships with legal counsel.

### Project and Stakeholder Support

- Act as a strategic partner to the CEO and COO in managing numerous audits and external reporting requirements. Ensure comprehensive support and oversight for parent organization subsidiaries and affiliates.
- Support charter school construction projects with financial planning, budgeting, forecasting, financing, and loan management.
- Collaborate with the lending and real estate development teams on financing agreements, lending agreements, and New Market Tax Credit allocations and deployments.
- Work closely with legal counsel to review and negotiate leases, lending agreements, and other legal documents with financial implications.

### Team Development and Leadership

- Foster a collaborative, inclusive, and high-performance culture by providing targeted support, training, and professional development opportunities aligned with our mission. Mentor your team of three in best practices in finance and accounting while coaching them to streamline processes and accelerate momentum.
- Incorporate Diversity, Equity, Inclusion, and Racial Justice (DEIRJ) principles into daily operations, fostering a culture that promotes these values at all levels of the organization.

## Qualifications

- 10-15 years of experience in senior-level finance within the commercial real estate or development sectors. Experience with a CDFI or other nonprofit lender/developer is preferred.
- Experience in accounting system implementations or other system implementation experience, such as but not limited to loan software, budget software, QuickBooks, Salesforce, etc.
- A bachelor's degree in accounting or finance is required. An MBA is preferred.
- Demonstrated ability to lead a financial team in a complex, multi-entity environment with numerous real estate assets. Comprehensive understanding of real estate financial operations, regulations, and risk management.
- Familiarity with federal and state funding for charter schools and charter school operations and budgets is a plus.
- Adaptable with the ability to manage competing priorities while maintaining organization and attention to detail.
- A passion for our mission to support high-quality education options and financial access for under-resourced communities.

## About Us

Civic is the nation's leading nonprofit lender and developer, bringing high-quality education to students through the development of public charter schools. Since 2002, we have supported the growth of 83 schools nationwide, educating more than 42,500 students annually with a 90% graduation rate. We offer school facility development services, access to low-cost capital, and strategic advisory services to public charter schools. Our portfolio represents \$1.5 billion invested into under-resourced communities to ensure access to safe, positive, and student-centered learning environments.

## To Apply

Please submit your application to Staffing Advisors [through this link](#).

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended a competency-driven approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.