

## Chief Financial Officer (hybrid/remote)

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 non-profit charter school lender and developer, [Civic Builders](#) (Civic) is working to break down that barrier. We are seeking a strategic and hands-on Chief Financial Officer (CFO) to lead a high-performing finance and accounting team, modernize systems, and shape financial strategies that support scalable growth. This role offers an opportunity for long-term leadership and sustained impact as Civic launches innovative financial products and expands access to affordable capital for charter schools across the country.

As a member of the senior leadership team reporting to the Chief Executive Officer (CEO), you will mentor and develop a team of three and regularly engage with capital providers, boards, external auditors, and other stakeholders. You will balance strategic leadership with day-to-day operations, managing Civic's \$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 high volume of financial activities related to real estate development projects, including audits, tax returns, and bank accounts for approximately 100 legal entities. Additionally, you will manage a \$250M balance sheet and the accounting, cash management, and reporting for the \$400M [Facilities Investment Fund](#), a partnership with the Walton Family Foundation.

This role oversees and manages financial operations and reporting for Civic Builders and FIF, which function as two separate entities. Each includes multiple entities with complex accounting structures related to real estate and lending.

### How You'll Make an Impact

Civic operates at a unique intersection of commercial finance and philanthropy. Your leadership will ensure that our financial strategy and infrastructure effectively support our mission and the capital partnerships that make it possible. Success in your first 1-2 years will be demonstrated by:

- Team Leadership & Development. Build trust and foster a culture of accountability and continuous improvement. Provide hands-on support to help staff navigate challenges, grow professionally, and contribute to both tactical execution and long-term planning.
- Strategic Financial Project Management. Establish a clear approach to financial project management across core functions like audits, system upgrades, and process improvements. Lead staff in executing plans with defined goals, timelines, ownership, and feedback loops. Engage senior leadership to ensure alignment and transparency.
- Financial Analysis and Reporting. Lead the development of scenario-based financial models that integrate internal data with external trends, including economic conditions, capital markets, and policy changes. Engage team members in forecasting and analysis to ensure shared understanding of financial drivers and risk.

## Work Environment, Salary, and Benefits

- Civic is located in New York, NY, and has a hybrid, collaborative work environment. NYC team members are required to work on-site two days out of the week. Remote candidates who can travel to NYC monthly will be considered. All staff meet quarterly for a week in NYC. This position may require additional in-office time for planning with senior leadership.
- The salary range is \$220K - \$245K with bonus eligibility. The salary offered will be commensurate with experience and location. Benefits include medical, dental, and vision coverage, 4% employer match 401(k), and generous PTO.
- Additional benefits include FSA and HSA accounts, short- and long-term disability insurance, group term life insurance, commuter benefits, 12 weeks paid parental/family leave, cell phone and professional development reimbursements, home office setup, and more.

## Responsibilities

### Financial Stewardship and Oversight

- Develop and implement financial strategies aligned with our long-term goals. Manage overall financial operations, including audits, budgeting, taxes, forecasting, investments, and internal controls in compliance with GAAP and non-profit accounting standards.
- Serve as a strategic advisor to the CEO and COO on financial planning, risk management, and sustainability. Lead comprehensive financial reporting for internal and external stakeholders, including senior leadership, board members, and lenders. Provide insights to enhance performance and strategic planning.
- Ensure compliance with all financial regulations and develop risk management strategies.
- Provide support and oversight for all Civic's entities and assets, including a large volume of distinct LLCs across products. Manage numerous financial audits, tax filings and external reporting requirements for parent organization subsidiaries and affiliates.
- Establish and maintain effective relationships with key financial stakeholders, including lenders, government agencies, consultants, and vendors.
- Collaborate on fundraising strategies and capital formation initiatives.
- Streamline internal accounting processes. Implement cost-reduction and performance measures across the organization. Evaluate and implement technology solutions to support process improvement.

### Team Development and Leadership

- Oversee and manage your team to ensure accuracy across internal accounting processes, including general ledger management, accounts payable and receivable, bank reconciliations, deposits, and customer billing, including school facility development services and rental invoices.
- Foster an inclusive, collaborative, and high-performance culture that values individual contributions. Mentor your team in finance and accounting best practices with targeted training and professional development.

- Set a clear, compelling vision that builds collective ownership and drives progress toward goals.
- Provide hands-on support for projects with clear priorities and accountability.

#### Financial Support of Products

- Collaborate with the Lending and Real Estate and Construction (ReCon) teams on financing and lending agreements, insurance policies, and New Market Tax Credit allocations and deployments.
- Work with legal counsel to review and negotiate leases, agreements (loan and subordination), guarantees and other legal documents with financial implications and complex financing structures.
- Maintain a strong understanding of loan and lease agreements; identify financial covenants and ensure compliance.
- Real Estate Development and Construction:
  - Support charter school construction projects with financial planning, budgeting, forecasting, financing, and loan management.
  - Manage and monitor cash flow and capital needs across real estate development projects, including detailed cash flow projections.
  - Partner with the ReCon team to review potential acquisitions, financing strategies (debt, equity, and public subsidies), and partnership/operating agreements.
  - Lead Accounting team to prepare and submit funding requisitions for all active real estate development projects.
  - Conduct accurate cash forecasting for Civic's current and future equity contributions, project cost certifications, and investor/government reporting.
- Lending and Investments:
  - Oversee complex capital structure/stacks and manage debt and liquidity. Maintain banking relations and negotiate strategic financial agreements.
  - Manage the planning and execution of interest rate derivatives and other hedging instruments to mitigate interest rate exposure on certain debt instruments.
  - Conduct accurate cash forecasting for FIF products to ensure timely disbursement to borrowers fulfilling lender obligations.
  - Partner with the Controller to ensure accurate reporting of FIF products.

#### Qualifications

- 10-15 years of experience in senior-level finance within the commercial real estate or development sectors. Experience with a CDFI or other non-profit lender/developer is preferred.
- 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.
- Experience in accounting or other system implementations (e.g. loan software, budget software, QuickBooks, Salesforce, etc.)
- Collaborative mindset with strong interpersonal, communication, and organizational skills that thrives in an entrepreneurial, fast-paced environment.
- A passion for our mission to support high-quality education options and financial access for under-resourced communities.

## About Civic Builders

Civic is the nation's leading non-profit lender and developer, bringing high-quality education to students through the development of public charter schools. Since 2002, we have supported the growth of 104 schools nationwide, educating more than 51,254 students annually with a 92% 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: [Civic - Chief Financial Officer](#).

*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.*