



POSITION ANNOUNCEMENT – CHIEF OPERATING & FINANCIAL OFFICER

ABOUT HMI

The Hetrick-Martin Institute (HMI) is the nation's oldest and largest human service organization helping gay, lesbian, bisexual, transgender, and questioning (LGBTQ) youth between the ages 13 and 24 and their families to reach their full potential. Since its inception in 1979, HMI has been at the forefront of LGBTQ youth work, founding in 1984 the Harvey Milk High School in partnership with the NYC Department of Education. The organization has experienced steady growth over the past five years through a diverse range of federal, state, and city funding combined with significant foundation support and a history of successful fundraising activities and events. HMI provides a broad array of programming in the areas of academic enrichment, arts and culture, health and wellness, counseling and workforce development. The organization promotes excellence in the delivery of youth services and uses its expertise to create innovative programs that other organizations locally and nationally can replicate as service models. HMI has embarked on building a "Federated Model" which includes its *Center for Advocacy and Capacity Building*, and the formation of *HMI: New Jersey* in Newark, New Jersey, both helping HMI to expand its national reach and impact.

THE OPPORTUNITY

The ***Chief Operating and Financial Officer*** will be a key executive partner reporting to the Chief Executive Officer and working in collaboration with the Board of Directors, senior leadership and the management team. This position will be responsible for the development and oversight of HMI's financial strategy, ensuring excellence in all aspects of HMI's work, and establishing a plan to create "best-in-class" infrastructure and administrative systems to support the organization's current operations and plans for future growth, scale and national impact. The ***Chief Operating & Financial Officer*** will work with the HMI Board of Directors and Board Finance Committee to keep them apprised of the financial health of the organization and develop a plan to address strategic fiscal issues facing HMI.

This is an outstanding opportunity for a highly skilled, proactive and experienced executive leader strongly committed to the mission and work of HMI. The ideal candidate will have a proven track record of successful financial and infrastructure management, exceptional problem solving, planning and operations management skills and be able to both lead and work in a collaborative and impactful way with the leadership team and staff.

CORE RESPONSIBILITIES

OPERATIONS | STRATEGY | LEADERSHIP

- Collaborate with the CEO and leadership team to execute on identified strategic priorities and goals that support current operations and advance the planned growth initiatives of the organization
- Set the vision and lead the financial strategy for the organization through the establishment of a strong finance function and environment which helps support planning, decision-making and advancing organizational goals and priorities
- Build a "best-in-class" and cost-efficient administrative infrastructure that is strategically and operationally aligned to support all program services and positions HMI to be a high performing, efficient organization committed to continuous quality and process improvement.
- Cultivate positive and meaningful relationships with members of the Board of Directors, senior leadership team, program managers, staff, external partners and vendors
- Work with the CEO to provide support to HMI's Board of Directors and serve as primary lead to the Board Finance Committee
- Set the vision for the design and implementation of operating and administrative systems and workflow processes to ensure that HMI is a high performing and efficiently run organization
- Develop strong relationships and assume a leadership role with the senior managers responsible for key administrative and infrastructure operating areas including; Finance, Technology, Facilities & Procurement
- Collaborate with the senior leadership team to provide support for the planned growth and expansion of HMI to new markets locally and nationally



FINANCIAL MANAGEMENT & PLANNING

- Provide fiscal modeling and analysis, scenario planning and strategic counsel to the CEO and the Board of Directors to inform decisions about resources needed and plans to assure the short and long-term financial health and sustainability of the organization
- Provide executive leadership and oversight of the organization's Finance Department including budget and expense planning, financial analysis, forecasting and reporting to help monitor and control the organization's financial performance against projected goals and strategic plans
- Oversee the work of the Controller and finance team to ensure that all fiscal projects and financial reporting are completed timely and accurately
- Assess current systems and align workflow processes and technology to provide accurate and transparent financial data to support decision-making across the organization
- Establish a plan and schedule for the consistent production of all financial reporting and key performance indicators (KPI) for the organization
- Coordinate the development of organization and department budgets, forecasts and results to ensure they are aligned with the financial performance and strategic goals of the organization
- Oversee the annual fiscal audit and relationship with the organization's outside auditors; work with the Controller to ensure that all fiscal schedules are current and maintained throughout the year
- Develop the necessary strategic and analytic tools to manage and optimize the organization's cash flow including the development of projection tools that will help the organization ensure that cash needs are met consistently. Manage banking relationships to support these activities
- Coordinate the Finance Committee of the Board and prepare management reports for the CEO and the Board of Directors documenting the financial performance and fiscal health of the organization
- Work with the Investment Committee of the Board to monitor portfolio performance, spending rate and use of organization reserves
- Work closely with the Development/Fundraising Department to monitor and track anticipated revenue flow from grants and contracts
- Provide support to department/program leadership to monitor fiscal performance and ensure that budget targets and fiscal goals are met
- Oversee and ensure that all third party and government billing is processed on a timely basis and that an orderly system is in place to collect and track receivables
- Translate complex financial data into understandable concepts for non-financial managers to support effective decision-making about programs, services and opportunities
- Work with the members of senior leadership team to enhance their financial literacy and awareness of best practices
- Leverage technology resources to ensure that the organization's business processes and financial operations foster quality financial management practices

RISK MANAGEMENT | LEGAL | CORPORATE GOVERNANCE

- Oversee and coordinate all risk management, legal services and compliance issues for the organization including annual risk assessment and contingency planning, and keep abreast of new laws and best practices in corporate governance
- Design a plan for continuous quality improvement including the establishment of key performance indicators to effectively evaluate business processes and document organizational impact

TECHNOLOGY | FACILITIES | PROCUREMENT

- Oversee the alignment and implementation of HMI's digital/IT systems, applications and technology infrastructure to support the current operations and planned growth of the organization
- Work with outside technology consultants to ensure that the organization's IT strategy reflects best practice in the field and leverages emerging and new technologies
- Provide direction and set the vision and standards for all facility operations, facility planning and administrative support services including procurement and office management to assure that these internal resources effectively support the core program operations of HMI. Develop and implement an operating and capital plan to ensure that the organization's facilities are well maintained and updated, safe, and compliant at all times with applicable laws and regulations
- Oversee all procurement activities and transactions for the organization leveraging the most competitive pricing for services, commodities and capital expenditures



- Establish automated systems to monitor and track all service requisitions and the dispositions and requests for administrative support

May be assigned other related job duties as determined by the Chief Executive Officer

EDUCATION | EXPERIENCE | KNOWLEDGE REQUIREMENTS

- Master's Degree in Business Administration or related field; CPA a plus, but not required
- At least fifteen (15) years' experience in a substantial nonprofit, or similar organization of which at least ten (10) years were in the senior leadership position overseeing the finance function and other infrastructure areas
- A proven track record of superior financial leadership backed by both external audit and in-house financial management experience including reporting to a CEO and Board of Directors
- Demonstrated working knowledge of automated financial systems supporting nonprofit finance operations. Prior experience with Fund EZ a plus
- Demonstrated knowledge of a diverse range of infrastructure support areas including, but not limited to technology, facilities, procurement and risk management
- Knowledge of human service programming; familiarity with services and providers in the LGBTQ community; and the ability to translate the delivery of a broad range of infrastructure and administrative services to support the organization's core mission and work

COMPETENCIES | PERSONAL QUALITIES

- Highly skilled and proactive executive leader with the ability to anticipate issues, problems and opportunities and quickly take action to address them
- Ability to effectively collaborate with and inspire diverse teams and staff through strong performance management, goal setting and prioritization
- Ability to make strategic decisions, exercise sound organizational judgment, and successfully implement change initiatives
- Superior communications skills and ability to articulate clearly both in writing and verbally financial data to non-financial leaders
- Trusted advisor and partner with high integrity, passion and commitment to the goals of HMI
- Personal and professional alignment to public service and HMI's mission, vision and core values supporting the LGBTQ community, including a commitment to diversity and inclusion.

HMI IS AN EQUAL OPPORTUNITY EMPLOYER

HMI is committed to providing equal opportunity to all employees and applicants for employment without regard to race, religious creed, color, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height and weight, or other personal characteristics as may be protected by applicable law.

TO APPLY:

HMI has retained ACEUM Advisors & Search to conduct this search. To express an interest in this opportunity or to make candidate recommendations, please contact: Ira Machowsky, CEO at: imachowsky@aceum.com. All inquiries and discussions will be kept strictly confidential.

ABOUT ACEUM ADVISORS & SEARCH

ACEUM Advisors & Search is an Executive Search, HR Strategy and Operations Consulting firm assisting nonprofit, healthcare and philanthropic organizations and institutions recruit high quality leadership talent and build innovative and responsive HR and infrastructure solutions to help advance the social good.

