



Open Arms of Minnesota
Chief Financial Officer

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish mind, body and soul. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,000 clients, caregivers and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

THE OPPORTUNITY: As OAM has added capacity and is on the verge of opening another location, the complexity of its operations requires an astute, strategic finance leader as a partner to the CEO and the Board.

ROLE DESCRIPTION: This full-time, salaried position contributes to the fulfillment of Open Arms' mission by leading the financial vision and strategy for all entities of the organization, ensuring OAM has the financial leadership and resources to readily support and accomplish its organizational mission. As with all OAM staff positions, this position is responsible for helping ensure volunteers and all stakeholders have an exemplary experience during all interactions with Open Arms and is expected to maintain the highest level of customer service to all guests, donors, clients, and fellow team members.

Primary Job Responsibilities:

Accounting and Finance

- Responsible for overseeing all day-to-day financial management, operations, and accounting.
- Ensure that critical financial and operational information is relayed to the CEO.
- Monitor and direct the implementation of strategic business plans.
- Provide timely and accurate financial reports, analyses and recommendations to CEO and other staff, including regular financial planning reports;



- investments, pricing decisions, contract negotiations, Monthly profit and loss forecast (vs. budget); Cash flow forecast.
- Assist in the development of the annual budget and lead the preparation of annual audits and 990 reporting. Maintain relations with external auditors and investigate their findings and recommendations.
 - Oversee reconciliation and cooperation between financials and fundraising software.
 - Review and recommend current and long-range financials objectives, plans, and policies subject to the approval of the CEO and Board of Directors.
 - Serve as a key member of a highly involved, hands-on executive team, taking a lead role in defining the requirements of and managing the process of daily operations, business planning, analysis, and development.
 - Develop and execute analysis of various business initiatives (e.g., opening new operations, asset acquisition, new service launches).
 - Maintain budget, including restricted income, expenditures, and investments for capital campaign.
 - Oversee weekly cash management; Approve weekly payables; Execute check signing.
 - Oversee accounts receivable management and provide support to collections activities.

Grants Management

- Work with Sr. Director of Development and Community Engagement on financial reports and budgets for grants, proposals, and reports.
- Make sure that the records of grant expenditures are kept in accordance with the grantor's requirements and single audit (if applicable), oversee the grant contracts.
- Give the program staff monthly status reports for each grant showing expenditures and the amounts remaining in each budget category.

Information Technology and Data Management

- Oversee all organizational Information Technology so that it functions reliably for all staff and that all our data is secure and backed up.
- Ensure that staff receive regular training and technical support.
- Oversee adherence to policies and procedures that govern the use of equipment and that address digital security; and
- Act as OAM HIPAA Compliance officer, overseeing agency compliance with federal HIPAA requirements.

Building and Grounds

- Oversee all building and grounds operations, maintenance, improvements, repair upkeep and cleanliness, and ensure compliance with safety standards.



- Develop short and long-term goals for maintaining and replacing major building equipment and features.
- Oversee the maintaining of all equipment leases and contracts.

Office Management and Administration

- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude always.
- Manage the administration of all aspects of two offices.
- Oversee the purchase or leasing of office equipment and the related contracts with vendors.
- Ensure staff have the tools they need to do their jobs.
- Oversee the office and administrative management of the organization, including management of vendors, supplies, space management, maintaining levels of supplies and materials, equipment, and storage.
- In collaboration with other senior staff, work to develop appropriate organization's administrative policies and procedures.

Risk Management

- Serve as the focal point for Open Arms risk management efforts.
- Manage the insurance coverage and associated relationships.
- Insure timely, complete, and accurate filing of all regulator city, state and federal forms and registrations including audit and reporting requirements.
- In collaboration with senior staff, ensure the organization's compliance with applicable building, zoning, and safety licensing and certification requirements.
- Responsible for managing the electronic and paper records management, including disposal of records, as necessary.

THE IDEAL CANDIDATE:

- **Driven Leader.** OAM's next CFO is a leader who assembles and expects their team to be superior to them in their area of specialty. They will take full responsibility for their actions and will expect their team to do the same. Moreover, while themselves intelligent and an astute learner, they gladly rely on the expertise around them and desire to listen to the advice of their internal and external stakeholders. They will bring a track record of high standards, accountability, and unimpeachable integrity.

Excellent Communicator. Recent growth in service and complexity of funding requires OAM have a culture of clear, honest communication. In addition to being an excellent communicator themselves, OAM's next CFO will foster a culture of



clear, responsive communication with the organization's stakeholders and the community as a whole.

- Customer-Focused. The CFO will bring natural orientation to great customer service. The OAM team has a deep passion for what they do and a commitment to their clients, volunteers, donors and guests having exemplary experiences with OAM. The CFO must live, promote, and develop this customer-first mentality.
- Great Manager. The CFO will have a proven ability managing and building complex organizational dynamics and systems. In addition, they will have demonstrated success managing through change, developing talent and instilling an employee-centered culture. They are a proven developer of people and organizations. Their team wants to work with them and produce stellar products and solutions.

QUALIFICATIONS

- A passion for the mission and values of Open Arms.
- Master's degree in accounting or related field; or a bachelor's degree and commensurate professional experience.
- 10+ years demonstrated experience in a financial director role, partnering with staff in the development and implementation of overall organizational strategies.
- 3+ years of senior leadership, with demonstrated success working with the senior leader of a division or the CEO/ED of a business or organization, with experience translating a strategic vision into a successful operating model and financial plan.
- 3+ years' experience supervising staff in a positive management environment.
- Experience in and knowledge of nonprofit accounting strongly preferred, with an emphasis on the complexities of earned income.
- Experience with the financial management of projects with multiple funders and varied reporting requirements.
- Experience in Healthcare contracts preferred.
- Experience with data security, HIPAA strongly preferred.
- Experience with financial audits, IRS (Internal Revenue Service) reporting requirements, and general non-profit recordkeeping.
- Preparation of financial statements and compliance monitoring.
- Experience in information technology hardware, software, and management systems.



- Demonstrated experience in negotiating favorable terms with vendors and others.
- Ability to work under pressure and deal and maintain a positive attitude in stressful situations and during busy periods.
- Ability to create and contribute to a positive team environment.
- Sensitivity and commitment to diversity and able to work respectfully with wide array of co-workers and members of the community.

COMPENSATION:

The targeted compensation for this role is \$90,000 to \$115,000 annually. This position is eligible for an excellent comprehensive benefits package that includes medical/life/STD/LTD insurance, personal time off (PTO), paid Holidays and an employer match program for the retirement plan. We also offer an employee-paid dental plan.

Open Arms has retained Orion Search Group to help conduct the search for its next Chief Financial Officer. For more information about the opportunity, please contact Joel Bergstrom with Orion Search Group at (612) 367-4612 or joelb@orionsearchgroup.com.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer