



Open Arms of Minnesota Job Description: 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: by providing food as medicine, we nourish our clients and build community. 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.

To learn more, visit www.openarmsmn.org

Open Date: January 6th, 2023

Closing Date: Until filled

Position Overview: This full-time, salaried position contributes to the fulfillment of Open Arms' mission by leading the financial strategy for a unique organization with a highly relational culture. The CFO ensures OAM has the financial leadership and resources to readily support and accomplish its organizational mission. This position also leads IT, and other administrative systems for the organization, and directly supervises two staff members.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and consistently maintains a high level of customer service to all guests, clients, and fellow team members.

Ideal Candidate:

The ideal candidate for this position:

- A **seasoned and superior Finance Professional** who is well rounded and very experienced with nonprofit finances, but as importantly, is comfortable working in a highly collaborative environment, recognizing the value of learning and listening.
- A warm, authentic and **curious organizational leader** with excellent interpersonal skills, who leads with "yes", who is proactive and forward

- thinking, focused on problem solving, bringing emotional intelligence and a strategic and visionary lens to their work.
- Someone with **high cultural competency**, with a passion for diversity in the workplace, experience and commitment to creating and maintaining an equitable and inclusive environment for staff and volunteers.
 - A **collaborative, inclusive peer** who will work as a partner with members of the Leadership team, helping to achieve the best organizational outcomes, genuinely interested in relationship building across the organization and community
 - A **culture influencer** who understands that Open Arms' unique, relational culture is the key to our success and growth.
 - Someone who **excels in a rapidly changing, fast-paced environment** with extremely diverse and distinct organizational departments.
 - A **non-profit leader** with a passion for and knowledge of volunteer driven, community building organizations, and a commitment to the mission, vision and values of Open Arms.
 - A **hands-on team player**, who is comfortable at the strategic level, but is not afraid to get their hands dirty in organizational operations.

Requirements:

- 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 of demonstrated experience in a financial leadership 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 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 build successful relationships, earn trust, and exert influence across the organization.
- Strong communication, listening, and customer service skills with the ability to effectively communicate with a variety of audiences
- Great organizational skills and ability to adapt quickly to the changing needs of the organization.
- Ability to work with flexibility, efficiency, and enthusiasm, bringing a solutions-focused approach, both individually and as part of a team in a fast-paced, high-demand environment.
- Ability and flexibility to work at two different physical campuses – one in Minneapolis and one in St. Paul.
- Flexible availability to work on-site during hours of operation, including evenings and weekends.
- Ability to work under pressure 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 ability to work respectfully with a wide array of co-workers and members of the community.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to sit for long periods of time.
- Ability to talk and hear, and to communicate verbally and in writing in English.
- Ability to review and reply to documents and information on the computer screen as well as to use a computer and a variety of software programs.

Reports To: CEO

Compensation Range: \$100,000- \$115,000 annually

Location: Minneapolis and St. Paul, MN

Hours: Full Time

To Apply:

Please send a resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- Call or Text: 612-465-9793

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, paid Holidays, personal time off (PTO), retirement plan with an employer match program. An employee-paid vision plan is also available.

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 all individuals with direct or transferable experience to apply for this role.

Equal Opportunity Employer