

# Mary's Place

## Chief Financial Officer

Compensation: \$120,000 - \$140,000

### Invitation to Apply

**MARY'S PLACE BELIEVES THAT NO ONE'S CHILD SHOULD SLEEP OUTSIDE.**

Mary's Place is a 501(c)(3) social-profit founded in 1999 as a day center for women experiencing homelessness. We provide safe, inclusive shelter and services that support women, children and families on their journey out of homelessness. Across five emergency family shelters in King County, we keep families together, inside, and safe when they have no place else to go, providing resources, housing and employment services, community, and hope. Mary's Place has helped hundreds of women and families move out of homelessness into more stable situations. We are seeking a **Chief Financial Officer**. As an equal opportunity employer, Black, Indigenous, and People of Color are encouraged to apply.

#### About Us

Mary's Place is growing to meet the increased demand for our services. We have 255 passionate employees up from only 22 in 2013 who work seven shelter facilities and five non-shelter sites. Our revenue for the most recent reporting period was \$59 million including \$35 million of in-kind gifts. We strive to live our mission, vision, and values daily:

<b>Mission:</b>	Mary's Place provides safe, inclusive shelter and services that support women, children and families on their journey out of homelessness.
<b>Vision:</b>	A community where all families have safety, stability, and housing.
<b>Values:</b>	<p><b>Love</b> — Love is at the heart of all we do. We are committed to creating a space where all are welcomed, respected, accepted, and loved for who they are.</p> <p><b>Collaboration</b> — We collaborate with others to ensure quality services, leverage and expand services across the region, and amplify the voices of women and families experiencing homelessness.</p> <p><b>Equity</b> — We are committed to creating an inclusive environment and assuring equitable treatment, access, and opportunity for all regardless of age, ability, race, ethnicity, religion, national origin, indigenous heritage, gender, socioeconomic status, sexual orientation, or life experience.</p> <p><b>Stewardship</b> — We carefully steward all that is entrusted to our care: material and financial resources, human resources, and the lives and stories of our guests.</p> <p><b>Accountability</b> — Our board, staff, guests, and volunteers are accountable to what we say we will do.</p> <p><b>Responsiveness</b> — We recognize and respond to urgent needs in our community by being creative, adaptable, and persistent.</p>

Please submit your application no later than July 23, 2021 to [Norman@CLEAR-Consulting.Biz](mailto:Norman@CLEAR-Consulting.Biz)

### About The Opportunity

Mary’s Place seeks to add a dynamic, collaborative thought and strategy partner to our leadership team as the next **Chief Financial Officer**. The ideal candidate will lead and execute a comprehensive financial strategy supporting the organization’s mission to include: leading the financial planning, analysis, reporting, and auditing process; selecting and implementing a new accounting system; offering strategic thought leadership at the Executive Leadership level; identifying appropriate financial staffing levels; embracing, enhancing, and championing the organization’s accessibility and anti-racism work; collaborating with the Board on all financial matters; staffing the finance and audit committee, and creating a foundational partnership with other Mary’s Place leaders. The position reports to the Executive Director and works with the below organizational leaders [note: Kristi Tollner, outgoing CFO after 9+ years of dedicated service, has graciously offered to make herself available to the next CFO for answers, guidance, and an ear.]:

### Key Collaborators

<b>Dominique Alex</b> , chief program officer	<b>Arlene Hampton</b> , senior site director, Burién
<b>Marta Asfaw</b> , youth services director	<b>Marty Hartman</b> , executive director
<b>Anne Baunach</b> , chief development officer	<b>Dr. Jen Johnson</b> , clinical services director
<b>Affia Simon</b> , site director, women’s day center	<b>Yasmin Mishra</b> , site director, Northshore and family diversion center
<b>Kristin Brown-Patrick</b> , director of equity	<b>Linda Mitchell</b> , chief communications officer
<b>Tina Browne</b> , senior site director, the regrade	<b>Alyson Moon</b> , director of community impact
<b>Sally Brunette</b> , major gifts director	<b>Leele Noa</b> , site director, white center
<b>Eric Buley</b> , associate program officer	<b>Andrea Ramirez</b> , director of strategic operations
<b>Miriam Clithero</b> , housing director	<b>Lea Tiernan</b> , corporate engagement director
<b>Ryan Disch-Guzman</b> , outreach & diversion director	<b>Mike Komola</b> , human resources director

The Chief Financial Officer supervises the following positions:

ACCOUNTS PAYABLE, INCLUDING DIRECT CLIENT ASSISTANCE	<ul style="list-style-type: none"> <li>• Senior Accounting Clerk</li> <li>• Accounting Clerk, Direct Client Assistance</li> </ul>
PAYROLL AND EMPLOYEE BENEFITS	<ul style="list-style-type: none"> <li>• Payroll &amp; Benefits Supervisor</li> <li>• Payroll Specialist</li> </ul>
ACCOUNTING	<ul style="list-style-type: none"> <li>• Senior Accountant</li> </ul>
GRANTS ADMINISTRATION	<ul style="list-style-type: none"> <li>• Grants Manager</li> </ul>
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> <li>• IT Director</li> </ul>

Please submit your application no later than July 23, 2021 to [Norman@CLEAR-Consulting.Biz](mailto:Norman@CLEAR-Consulting.Biz)

**The Chief Financial Officer serves as an essential contributor to Mary's Place's culture and success by:**

- Championing diversity, equity, inclusion, accessibility and anti-racism work of the organization, including rotationally leading the internal effort, by attending all-company trainings and while at community events
- Engaging with and modeling Mary's Place's vision, mission, and values in all aspects of work

**The Chief Financial Officer role will include the following:**

- Take initial time to listen, learn, and understand all elements of Mary's Place
- Build a 21<sup>st</sup> century relationship-driven finance department while providing direct supervision, mentoring and leadership for the team
- Work with department heads to establish budgets, long-range resource goals and plans
- Ensure that day-to-day functioning of finance meets and furthers our strategic plan
- Provide management reports with key performance indicators for all organizational functions including anti-racism goals, to ensure effective management of these key areas
- Train and support Board members to increase successful board participation in high level financial transactions
- Represent the organization at professional gatherings, on community boards, and at civic social events, conventions, committee and various trustee and staff meetings
- Diversify and expand Mary's Place finance department
- Assist in building out the IT Department
- Perform other duties as assigned by the Executive Director

**About You, Our Ideal Candidate**

Ideal candidates will be passionate about the impacts financial planning, analysis, auditing and reporting, and will have strive to meet our organization's vision of a community where all families have safety, stability, and housing. We seek an individual accomplished in significant financial leadership, able to engage our Board, the staff, and the broader Puget Sound community, and who understands how to use a strategic framework to drive operational performance. The new Chief Financial Officer will be a strong collaborative partner with demonstrated success working as part of an executive team.

**Qualifications:**

- Compassion, great listening skills, self-starter, with 10+ years of demonstrated successful experience in finance-related roles, and at least five years of supervisory/management experience. Experience partnering cross-functionally to achieve organizational cultural change. Experience in system implementation.
- A successful track record delivering full-range financial planning, analysis, and dashboard reporting services to organizations similar to our ~\$18 million annual operating budget and our \$35+ million in-kind budget.  
***We look forward to reading more about your record in your cover letter.***
- Expertise in anti-racist frameworks and an ability to relate to diverse professional, cultural, and social perspectives.
- Outstanding written and verbal communication skills; highest level presentation, negotiation, project management, and problem-solving skills; and exemplary customer service skills required.
- Collaborative and collegial management style who also has a good sense of humor.
- Demonstrated passion for ending homelessness.
- Strong work ethic, superior record of ethical service, and strategic and leadership coaching skills.
- Proficiency in Raiser's Edge, Quickbooks, Microsoft Word, Excel, and PowerPoint.
- **Certified Public Accounting (CPA)** designation

Please submit your application no later than July 23, 2021 to [Norman@CLEAR-Consulting.Biz](mailto:Norman@CLEAR-Consulting.Biz)

**Physical Demands and Working Environment:** Noise fluctuates between quiet and moderate. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to converse with and listen to people in many different settings
- Ability to use a computer and telephone, as well as other standard office equipment
- Frequently required to stand, walk, use fingers, hands, and arms
- Ability to occasionally push, pull, lift, and/or carry supplies up to 25 pounds
- Work takes place in a social services environment where long periods of sitting, working on a computer, walking to various work areas, going up and down stairs, and standing are required
- Travel to program sites and meetings outside the site and around the county are necessary
- Ability to work in an environment where there may be animals present, including dogs

In compliance with the ADA Amendment Act, should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Human Resources department.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. Mary's Place will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship to Mary's Place would result.

***The position will be remote until further notice.***

**Applications due by July 23, 2021.** The position will be open until filled. In your application, in addition to discussing your ability to meet the above responsibilities, **please answer the following questions:**

1. Please describe how you develop and execute strategic financial plans when managing change in an organization experiencing incredible growth?
2. What will your first 30, 60, 90-day plan look like at Mary's Place?
3. What do you see the Finance department's role is in anti-racist work?

**We invite interested applicants to submit a cover letter including your answers to the three questions above, salary requirements, three professional references and resume to:** Norman Sigler at [Norman@CLEAR-Consulting.Biz](mailto:Norman@CLEAR-Consulting.Biz) - include in subject line: **Chief Financial Officer**. *No phone calls please.*

*Mary's Place is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender or gender identity, age, veteran status, sexual orientation, marital status, disability or any other protected status as provided by law.*

**Please submit your application no later than July 23, 2021 to [Norman@CLEAR-Consulting.Biz](mailto:Norman@CLEAR-Consulting.Biz)**