

POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER



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POSITION DESCRIPTION

POSITION	Chief Financial Officer
ORGANIZATION	Rare
REPORTS TO	Caleb McClennen, Ph.D.,
LOCATION	President Arlington, VA
WEBSITE	https://rare.org/



ROLE SUMMARY

Position Overview

Reporting to the President and serving as an integral member of Rare's Executive Team, the Chief Financial Officer (CFO) will be responsible for the development and execution of Rare's global financial, operational, talent, and IT management strategy and will contribute to the development of the organization's strategic goals.

This is an outstanding opportunity for a finance executive with global experience, and proven skills in accounting, internal controls and overall financial leadership to join a high-growth, mission-driven organization. We are seeking an innovative, talented, and hands-on leader, who can move from 30,000 feet to the ground floor with ease. We are seeking candidates with exceptional communications skills, adeptness at problem-solving and working in partnership with multiple, dispersed global teams in a fast-paced and results-driven environment. The CFO will have an unquestioned level of integrity, empathy and respect for diversity and cultures. The CFO will be responsible for leading a team of 20+ staff and directly manage a team of SVP/VP/director-level staff. The CFO will also have a direct oversight role with the operational leaders in Rare's country programs.



Responsibilities

The CFO's primary responsibilities are divided into four broad categories:

Financial Management & Operations

Oversee domestic and international finance and accounting, including the integrity of the general ledger, in accordance with GAAP and other accounting standards, direct and indirect cost allocation, grants management, legal compliance, operational and systems support on all strategic and tactical matters.

Maintain and improve administrative and operational accounting services such as global banking, cash management, investment strategies, retirement plans, grants payment processing, payroll, accounts payable, vendor management, and procurement.

- ▼ Continuously upgrade and implement a suite of global policies, internal controls, accounting standards and procedures, and systems functionality.
- ▼ Plan, manage, and execute the annual budget process in alignment with Rare's strategic plan, annual Balanced Scorecard and annual priorities.
- ▼ Serve Rare's programs/departments through operational oversight, training, and capacity building, with a long-term focus on developing scalable global support operational model a service center approach.
- ▼ Provide analytical support to Rare's management and the Board, including the design and delivery of financial reports that foster accountability, transparency, and insight.
- ▼ Partner with development and program staff to boost cost recovery, continuously improve public funding and pipeline development.
- ▼ Enhance and manage Rare's risk management approach and mitigation efforts.
- ▼ Manage the ongoing relationship with Rare's external auditors to ensure compliance with all regulatory requirements.
- ▼ Lead Rare's country support functions ensuring legal compliance risk reduction, and strategic intradepartmental coordination.
- ▼ Support the design, implementation and rollout of internal audit function.
- ▼ Manage Rare's global risk management and compliance function.
- ▼ Serve as the management liaison to the Board's Budget, Finance and HR, and Audit Committees.



Information Technology

- ▼ Partner with VP of Technology to continually develop and implement a global technology strategy that ensures systems deliver the necessary capacity for effective and efficient global communications, global cybersecurity and IT security, workflows, and operational capacity.
- ▼ Oversee the implementation of an integrated technology strategy for Rare.
- ▼ Ensure IT delivers effective solutions to a mobile global workforce while continually refining methods to increase effective collaboration and information sharing across the organization.
- ▼ Ensure new technology and best practices for the enhancement of IT systems, to balance improvements in operating efficiencies with lower costs.
- ▼ Enhance Rare's ability to use organization wide data to analyze information to be shared internally, and with donors and partners.

Human Resources (Talent)

- ▼ Partner with the SVP of Talent to ensure maintenance and ongoing stewardship of Rare's culture.
- ▼ Provide upline leadership to the SVP of Talent for all talent related matters, including talent acquisition, talent development and talent operations, global legal compliance and institutional risk management.
- ▼ Support Talent's key role in rolling out continuous organizational learning, training, compliance and capacity building through direct interfaces and training platforms.
- ▼ Ensure legal compliance and financial integrity related to talent/human resources functions, such as executive compensation, benefits, and insurance.

Strategy, Vision and Leadership

- ▼ Ensure Rare's financial resilience and operational excellence.
- ▼ Continuously improve Rare's broader risk management tools and efforts; and the adherence to key Safeguard requirements as well as overall staff security and safety.
- ▼ Advise the President and CEO and other key members of senior management on risk management, financial planning, budgeting, cash flow management, asset investment, and relevant policies.
- ▼ Promote and exemplify Rare's five core values.
- ▼ Work cross-functionally with the Chief Development Officer, Executive Office and senior program leads to ensure sound execution of Rare's annual plans.
- ▼ Collaborate and support the CEO regarding Rare's for-profit ventures (e.g., Meloy Fund, Unique Impact, etc.).



CANDIDATE PROFILE

Personal Characteristics

The successful candidate will have a minimum of 15 years of demonstrated accomplishments in a senior financial role, ideally with both external audit and in-house global financial and operations management in a similarly sized or larger high-growth global organization. A successful track record as both architect and builder of financial, operational, and technology systems is necessary as well as proven experience with the intricacies of financial, operations and legal requirements in global environments, particularly in the developing world.

The candidate we seek will be self-reliant, results-oriented, influential with multiple internal and external stakeholders, energetic, flexible, and a proactive team leader who can positively impact both strategic and tactical goals and initiatives. They will work independently and in teams on multiple tasks and projects and prioritize workflow to meet critical deadlines. They will thrive in an environment that emphasizes excellence and enthusiastic commitment to Rare's mission and values. Other critical qualifications include:

- ▼ Must be familiar with nonprofit global finance and accounting regulations.
- ▼ Experience managing diverse funding sources, including from foundations, US government and EU government preferred.
- ▼ High ethical standards and social responsibility coupled with respect for, and commitment to Rare's mission and values.
- ▼ Strong knowledge and understanding of systems and technology required to support and improve growing business needs and operations.
- ▼ Demonstrated ability to mentor and coach a global team with diverse levels of expertise.
- ▼ Superior leadership and management skills; ability to influence and engage direct and indirect reports and peers.
- ▼ Exceptional written, oral, presentation and interpersonal skills. Ability to communicate effectively across all levels within a culturally diverse organization.

Education

- ▼ Business, accounting, or related degree required as is a CPA certification.

Rare is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic.



SEARCH TEAM

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To Apply

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