

CHIEF FINANCIAL OFFICER

WHAT WE DO

Since our founding nearly 40 years ago, the Regional Task Force on Homelessness (RTFH) has evolved from a task force created by the Mayor of San Diego into a robust nonprofit organization with a community of partners committed to preventing and ending homelessness. Serving as a homeless policy expert, RTFH is the lead coordinator for creating and implementing new models and best practices to address homelessness across the San Diego region.

RTFH also serves as the designated Continuum of Care (CoC) lead agency for the region, as designated by the U.S. Department of Housing and Urban Development (HUD). In this role, RTFH administers federally required activities such as the Homeless Management Information System (HMIS), Coordinated Entry System (CES), Point-In-Time (PIT) Count, serves as the CoC Collaborative Applicant, creates, and oversees standards for best practices and staffs the CoC Board, committees, and membership. The CoC work accounts for roughly 80% of the RTFH's staffing and time throughout the year. With 29 staff members, RTFH operates under a \$5M operating budget and plays a critical role in helping the San Diego region secure approximately \$50M in federal, state, and local homelessness funding each year.

LEADERSHIP & CULTURE

As a member of the executive team, the CFO will report to CEO, Tamera Kohler, a nationally recognized and respected leader on all issues related to homelessness. Since joining RTFH in 2015, Tamera's leadership and passion for addressing homelessness through community partnerships have enabled RTFH to significantly expand its impact in the community. The two RTFH and CoC Boards of Directors, together with staff, are fully committed to RTFH's mission to reduce and end homelessness in our region. The newly created CFO position will help lead our internal culture at RTFH, which is based on inclusivity and transparency, with a focus on the professional development and well-being of every team member.

COMPENSATION & BENEFITS

- Salary – \$145,000 - \$160,000 DOE/Neg.
- 9/80 compressed work schedule with alternating Fridays off
- Medical, dental, vision, and life insurance
- Flexible spending account (FSA)
- Simple IRA with a 3% match
- PTO: 120 hours of paid time off, and 14 paid holidays

LOCATION

This is a hybrid role with an office located at 4699 Murphy Canyon Road, Suite 106, San Diego, CA 92123. The CFO will work in the office 1-2 days per week.

POSITION SUMMARY

Our new CFO position will play a critical role within RTFH, ensuring financial health, long-term stability, and strategic growth. The CFO will spearhead the development and implementation of RTFH's financial strategy, crafting effective policies and procedures to guide RTFH's financial and operational activities. Managing a \$5M operating budget and overseeing \$12M of federal, state, and local funds allocated to over 50 partner organizations, the CFO will ensure compliance and strategic alignment of all RTFH activities. As a trusted thought partner to our CEO as well as to our COO and Board of Directors, the CFO will lead multiple high-impact initiatives and work across every area of the organization to achieve RTFH's goals. In addition, they will supervise and mentor an Accounting Manager and part-time Bookkeeper.

Priority areas for the first 12 months include:

- Forge connections with the team and gain deep insights into RTFH's history, partners, and contracts.
- Develop a clear understanding of RTFH's funding sources to strategize and enhance RTFH's financial prominence, aiming to attract more funding to benefit the San Diego region.
- Collaborate with the CEO to identify innovative ways to diversify funding sources and bolster financial resilience.
- Oversee the transition of banking services and take a lead role in streamlining financial and operational processes across the organization.

DUTIES & RESPONSIBILITIES

- Ensure RTFH's overall financial health. Prepare and manage an annual budget for RTFH Board approval. Manage personnel and financial resources; monitor budgetary and financial procedures to ensure adherence to GAAP.
- Provide timely oversight and administration of federal, state, and local funding.
- Collaborate with the CEO, COO, and other key RTFH leaders for procurement and administration of federal, state, and private (grant and foundation) monies.
- Provide leadership in determining proposal costs, affordability, and forecasts of salaries and benefits.
- Oversee financial systems, policies, and procedures in alignment with state and federal requirements, including preparation of operating budgets, financial reports, and regulatory filings.
- Continually assess and upgrade RTFH's approach to internal controls, compliance with accounting standards, and other relevant finance policies and practices.
- Prepare and submit written reports of RTFH's financial activities on time and advise leadership on financial planning, investment performance, budgeting, cash flow, and other financial matters.
- Ensure continual development, implementation, and communication/training of fiscal policies, accounting procedures, automated accounting system, and cost allocation plan for RTFH and sub-recipients.

BACKGROUND PROFILE

- Committed to RTFH's mission to reduce and end homelessness in San Diego.
- Strategic and hands-on approach to finance, accounting, and operations; adept at analysis, business planning, budget development, forecasting, and investments.
- A bachelor's degree in accounting, finance, or management; additional preferred qualifications: MBA and/or CPA.
- Successful leadership and management experience in nonprofit finance and business operations and proficiency with accounting software.
- Demonstrated experience with audit, federal contract/grants management, legal compliance, and regulatory oversight.
- Excellent communication skills, both written and oral, with the ability to effectively communicate complex financial concepts and technical data to stakeholders.
- Strong leadership skills with the ability to mentor and motivate staff and partners to achieve goals.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

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