



Chief Financial Officer (CFO)

The West Virginia Community Development Hub (“The Hub”) is seeking a full-time Chief Financial Officer (CFO) who will work within a dynamic workplace of talented and committed team members to help the organization grow strategically and organizationally.

As a senior leader at The Hub, the CFO will help to support the development of organizational strategy, align financial management systems and resources toward strategy achievement, assess organizational financial needs, improve or replace financial management systems, and identify any structural changes necessary to position The Hub for a continued strong financial future. This will be the first role of its kind within the organization and the CFO will have a unique opportunity to help The Hub expand its impact during an exciting moment in the organization’s growth.

We strongly encourage candidates with diverse backgrounds to apply for this position. Our entire Hub team is committed to diversity, equity, and inclusion in our workplace and in communities, and we have support systems in place to welcome new staff members.

Who We Are

The Hub is a statewide nonprofit organization that works annually with community-based teams and partners across West Virginia to build local communities and economies. With more than a decade of experience, The Hub has a unique approach to community-based coaching that includes centering residents as subject matter experts on what is best for their area; breaking down historic barriers to collaboration; unifying people from different backgrounds; and championing new, and often historically underrepresented, community leaders.

The Hub engages over 200 partner organizations each year in our work, and these trusted relationships are at the foundation of our success. In 2022, The Hub worked in 22 communities across West Virginia and helped those communities leverage \$6.8 million in external funding toward resident-driven projects. This year, The Hub is coaching 27 communities throughout West Virginia and the Appalachian region, and has dramatically scaled our staff and budget through multiple federal funding awards.

This is an exciting moment of growth and visibility for The Hub, and the CFO will play a significant role in achieving the greatest impact for West Virginians during this moment of economic transformation. The Hub provides a thorough on-boarding and training experience for all new employees, and we are committed to the leadership development of our entire staff. Learn more at: <https://wvhub.org/history-and-approach/>.



What You'll Do

The CFO will position The Hub for continued strategic growth by optimizing financial and operations systems so that The Hub can make the greatest impact with its programs. The CFO will ensure internal financial and operations capabilities allow The Hub to accurately and efficiently develop and execute budgets, and effectively manage federal, state, and private grants and attract continued investment. The CFO will supervise at least one staff member and work with consultants and contractors that currently assist with financial management.

As a senior leader at The Hub, the CFO will be responsible for the following:

Strategy Development

- Serving as principal financial leader and advisor to the Executive Director, the Board of Directors Finance Committee, and the full board so that senior leadership and board are informed and able to use financial analysis and insight to guide organizational development, fundraising, and decision-making;
- Contributing to the development of organizational strategy and working to ensure that financial systems and resources are aligned to help The Hub achieve its strategy;
- Leading the creation of the annual budget in collaboration with responsible program leads and the Executive Leadership Team, and assessing organizational performance against the annual budget and the organization's long-term strategy; and
- Formulating financial projections for various scenarios and working closely with staff responsible for fundraising and development to formulate grant and budget requests;

Financial Management

- Assessing the effectiveness of financial and operations systems and tools to ensure alignment with organizational growth;
- Managing efforts to improve or replace systems in order to support comprehensive financial analysis and process improvement;
- Leading internal financial oversight and management, including cash flow management, asset management, internal budgeting, financial forecasting, and grant financial reporting;
- Reviewing, prioritizing, and improving existing or proposed practices, procedures, and policies that cover critical financial and operations functions (e.g., expense reporting, time reporting, procurement, accounts payable and invoicing, etc.);
- Providing direction, oversight, and supervision of the organization's day-to-day financial operations, with support from operations coordinator and external bookkeeper;



- Ensuring organizational staff is trained and understands the importance of financial processes and accountability for budget execution, compliance, and financial management of program and project budgets;
- Improving, standardizing, and providing budget tracking, financial tools, and training to support program and administrative staff in the financial management of program and department budgets; and
- Preparing, analyzing and presenting monthly financial reports for the organization, its programs and activities, for the Board and organizational leadership.

Reporting and Compliance

- Developing a system to manage financial reporting for several federal and foundation grants, each with its own requirements and timelines, in cooperation with Director of Strategic Development and Grants Compliance Manager;
- Ensuring appropriate management and reporting of federal funds in compliance with federal cost principles and the Uniform Guidance for Federal Awards, in partnership with the Grants Compliance Manager;
- Overseeing implementation and management of subaward agreements with external partners on federal grants, in partnership with the Grants Compliance Manager;
- Overseeing selection and management of external auditors and management of any funder audits (including federal audits); and
- Overseeing all required tax filing and tax compliance with external accountants and ensuring compliance with all applicable financial reporting requirements (i.e., GAAP and federal, state, and local regulations).

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you must have:

- At least 3 years of experience in nonprofit accounting
- Experience with federal grant management and audits
- Experience managing external accountants and contractors
- A valid and current West Virginia CPA license

To be successful in this job, you will excel in these six areas:

- 1. Financial and Organizational Leadership:** You have experience and a proven track record with managing financial systems, processes, and federal grants. You adhere to the highest ethical and professional standards expected of a financial organizational leader. You are excited to leverage your financial management skills to advance a growing organization positioned for greater statewide and regional impact.



2. **Detail-oriented:** You enjoy taking a problem or a big idea and breaking it down into smaller, manageable tasks. You can easily fix errors that may have been overlooked and use details to correct process-breakdown issues. You get satisfaction from solving problems and managing multiple projects successfully.
3. **Executing:** You have the tenacity to take an idea from a thought to a written plan and make it come to life, including engaging people in substantive, trusted relationships as well as meeting objectives and goals. You pride yourself on your planning skills and your drive to follow through, even when challenges arise. You are self-driven and can initiate without heavy oversight in a fully remote environment.
4. **Setting and Managing Priorities:** You have experience managing competing demands of your time, and are able to build your own systems to keep tasks from slipping through the cracks. You are a self-starter and are driven to complete work independently within a supportive team environment.
5. **Commitment to Equity:** You recognize the role of race, income, age, gender, and other identities in addressing disparities. You recognize how your own identities show up in the work, and welcome, reflect on, and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.
6. **Commitment to Learning and Leadership Development:** You are interested in the community development field and the transformative work of The Hub. You are also keen to develop your own leadership skills, behaviors, and abilities, and you will pursue opportunities for professional growth.

What Else You Should Know

This is a full-time position with a starting salary between \$75,000–\$80,000, based on experience and qualifications. The Hub provides a great benefits package including, but not limited to, dental, vision, and health insurance; 401K retirement; paid parental leave (including adoption); and flexible paid time off.

As a statewide organization, The Hub has staff located all across the state, and our day-to-day operations run remotely. This position can be done remotely, anywhere in West Virginia, with an option to work from The Hub's Charleston or Buckhannon office. Some travel for this position will be required; all travel expenses are reimbursable and travel may often be done in coordination with other Hub staff.

Applicants must be available to work during normal business hours, Monday–Friday, must have access to consistent secure internet, and a work space that complies with Hub internal policies if the candidate is not working out of a Hub office.



We are actively seeking to recruit diverse candidates for this position. We want The Hub to represent the diversity found in West Virginia communities accurately. We are seeking candidates that demonstrate diversity of perspective, experience, and culture. We strongly encourage applications from Black, Indigenous, and People of Color as well as any applicants who are historically underrepresented in roles like this.

Not sure if you meet all qualifications? Let us decide!

Research shows that women and members of other under-represented groups tend to not apply to jobs when they think they may not meet every qualification, when, in fact, they often do! We strongly encourage applications from people who have a passion for this work, even if their professional experience does not align perfectly with the expectations listed. The Hub has a generous support system that includes a mix of paid professional development opportunities as well as training and support from fellow staff members.

The Hub is an equal opportunity employer. It is the policy of The Hub to create a favorable work environment in which all employees, regardless of race, color, ethnicity, sex, sexual orientation, gender expression, age, ability, or religious affiliation, can enjoy equal opportunities in their employment relationship with the organization.

How to Apply

Applications are due on/by midnight on Sunday, August 27th, 2023.

Applications should be submitted via email to Katie Loudin at k.loudin@wvhub.org with the subject line “Chief Financial Officer” and the following documents attached:

- Cover letter explaining your interest in this position and your relevant skills, expertise and experience
- Résumé
- Verification of valid, current West Virginia CPA license
- Three references

If you have a question about qualifications or what is needed for this role, please contact Katie Loudin at k.loudin@wvhub.org.