

# **National College of Midwifery**

## **Chief Financial Officer**

The National College of Midwifery is a non-profit “college without walls” that provides accessible and equitable midwifery education to aspiring midwives all over the country and abroad. By preparing students to work as direct-entry midwives and offer culturally attuned care in their own communities, NCM strives to bridge health disparities and reduce maternal and infant risk.

NCM is looking for a CFO to join our team and manage all financial aspects of our nonprofit organization, including the financial management of a midwifery practice/ clinical site. Ultimately, the CFO will ensure that NCM manages their resources in the most beneficial way and maximizes funding. The CFO will work closely with NCM’s Chief Operations Officer, who will help carry out many of the responsibilities listed below.

20 hours/week

Salary commensurate with experience

### **Values Requirements**

- Genuine interest in the mission of NCM, midwifery services, and a proven dedication to social justice work
- Comfort with working with passionate, emotionally attuned and expressive team
- Willingness to be ready for significant levels of change, be flexible, and adaptable
- Stamina to deal with reality that the College is often at odds with institutional norms which requires the ability to hold true to values while effectively communicating by employing code switching

### **Experience Requirements**

- Work experience in financial management that included or was preparatory to holding the role of CFO, preferably in a nonprofit organization

- Excellent knowledge of data analysis, risk management, and forecasting methods
- Ability to track multiple accounts, revenue streams, and projects in good financial health
- Hands-on experience with accounting and financial management software
- Expertise in MS Excel or similar software i.e. Google Sheets, Mac Numbers
- Ability to employ creative thinking, problem solving, and analytical skills to discover unique solutions
- Ability to explain financial terms in simple written and oral language
- Previous experience writing formal reports
- Familiarity with the way nonprofit organizations are structured
- Able to communicate with a grounded but sympathetic tone with students concerning finances
- Ability to lead financial decision making while holding NCM's values amid organizational and societal influences
- Comfort using online conferencing
- Ability to work extensively with remote working colleagues who hold flexible schedules

## **Additional Highly Desired Qualities**

- BS or MS in Finance, Accounting or relevant field
- Knowledge about fundraising for non-profits
- Proven grant writing experience
- Tech savvy and/or tech curious

## **Additional Helpful Qualities**

- Experience and/or knowledge of medical billing
- Knowledge of how to institute and/or maintain Title IV funding
- Experience with online payment systems and their interface, i.e. PayPal and corresponding APIs

## **Responsibilities**

While the Chief Operations Officer will be offering substantial support for many of the following activities, it will ultimately be the CFO's responsibility to coordinate with COO and establish a workflow that ensures these activities are achieved in an efficient and timely way:

- Oversee financial aspects of accreditation reporting
- Oversee cash flow management
- Manage financial contracts with students and staff
- Track monthly enrollment goals
- Manage business relationships with key suppliers i.e. Amazon, PayPal
- Process accounts receivable and payable, record revenue and expenditures, prepare month end accounting, and monitor fund balances while working closely with bookkeeper and CPA
- Create and maintain tracking mechanisms to follow up on accounts receivable
- Track important operational metrics and analyze trends
- Forecast return on investment (ROI) for current and future programs
- Develop and monitor budgets
- Inform key stakeholders of financial status and investment plans
- Ensure all financial operations comply with federal and state laws
- Present monthly, quarterly and annual financial statements to executives and board of directors
- Coordinate yearly audit activities
- Remain abreast of fundraising opportunities and either lead or assist with fundraising efforts, depending on skill set and experience
- Supervise the accounting to ensure smooth day-to-day transactions
- Make updates to financial policies and procedures as needed
- Ensuring financial business operations are running efficiently and effectively while also shaping the strategy for future growth and stability.

## **Knowledge, Qualities, Skills, and Abilities**

- Problem Solving Abilities
- Leadership Skills and Strategic Vision
- Cash Management, Financial Accounting and Corporate Finance Competence
- Strong Work Ethic
- Reliability
- Highly collaborative across functions, including marketing, sales, HR and customer service.
- Ability to provide in-the-moment insights and data that provide value to the NCM team.
- Be tech savvy in order to provide the most impactful real-time analysis
- Ability to use strategic thinking with data as its foundation, to work collaboratively with the executive team to plan, budget and forecast for the future.
- Sit at the intersection of strategy, technology and financial management.

- Ability to keep people connected and engaged
- Engage in a workplace culture in which employees are constantly learning and building new skills
- Have exceptional knowledge and skills when it comes to collaboration and team-building
- Ability to drive a culture of innovation, learning and continuous improvement
- Be adept at managing risk and risk-taking
- Be insightful about succession management
- Ability to think creatively, communicate clearly, and remain curious about new solutions.
- Be adept at decision making and remain adaptable while staying grounded in the culture of the college.
- Be forward looking.
- The ability to lead an organization towards market differentiation, revenue growth and long-term financial success.