



Are you a strategic finance professional targeting a Chief Financial Officer & Treasurer role within a long standing, faith-based organization?

Do you have a strong background in leadership and a passion for positively impacting the lives of others in need?

**Careers In Nonprofits/PNP Staffing Group is excited to have been retained by American Baptist Home Mission Societies to lead their search for a Chief Financial Officer & Treasurer.**

**For nearly two hundred years, American Baptist Home Mission Societies has answered God's call to meet the needs of those living on the margins. We develop programs, publications and resources that encourage, equip, and strengthen Christian leaders to make a positive impact in people's lives. We promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities in partnership with American Baptists and others.**

**ORGANIZATION NAME: American Baptist Home Mission Societies**

**POSITION TITLE: Chief Financial Officer & Treasurer**

**LOCATION: Onsite, King of Prussia, PA**

**DURATION: Full-time Permanent role**

**SALARY: \$130,000-\$150,000 annual salary**

**BENEFITS: Fully vested 403b, comprehensive healthcare insurance, paid vacation and sick leave, numerous holidays, continuing education and development. Relocation assistance provided.**

#### **POSITION SUMMARY:**

The Chief Financial Officer & Treasurer (hereafter CFO/Treasurer) is responsible for overseeing the organization's financial functions to ensure strong financial stability and health. This role collaborates with the Executive Director/CEO to develop and implement plans, tools, and best practices to advance the organization's strategic mission and goals. The CFO/Treasurer serves as an officer of the American Baptist Home Mission Societies (ABHMS) Board of Directors—a role governed by the organization's bylaws, requiring regular financial reports to the Executive Director/CEO and Board of Directors. This position represents ABHMS in various denominational settings as assigned by the Executive Director/CEO. The CFO/Treasurer is a key leader for ABHMS and collaborates with other leaders to ensure ABHMS fulfills its mission, vision, and values in response to an ever-changing environment.

#### **Key Functions Include:**

- Plan, develop, organize, implement, direct, and evaluate ABHMS' fiscal functions and performance, including annual budget, implementation of investment policies and guidelines for the Common Investment Fund and the execution of Socially Responsible Investing Guidelines.
- Manage, supervise, and lead the staff of the Financial Services unit, assuring that all required financial functions and core responsibilities are accomplished in an efficient, effective, and timely manner while ensuring good stewardship is exercised.
- Staff the work of the Finance and Audit Committees of ABHMS' Board of Directors and provide financial analysis of budgets, financial reports, and financial trends to assist the committees, Board, Executive Director/CEO, and management in performing their responsibilities.

- Provide financial analysis of budgets, financial reports, and financial trends to the Executive Director, key ABHMS staff leaders, ABHMS Board of Directors, and relevant committees, in order to assist in performing their respective responsibilities.
- Provide strategic business support, including financial analysis and reports, to ABHMS' publishing ministry (Judson Press) and other units with entrepreneurial service models (such as ministrElife, Center for Continuous Learning, etc.).
- Represent ABHMS as assigned by the Executive Director in key denominational roles, such as the American Baptist Foundation and the ABCUSA National Leadership Council.

## **Essential Duties and Responsibilities (listed by major area of responsibility)**

### **FINANCIAL SERVICES (approx. 60%)**

#### **Financial Management**

- Develop and implement financial strategies that support the organization's mission and goals.
- Manage and oversee all financial operations, including accounting, budgeting, forecasting, and financial analysis.
- Manage and oversee ABHMS' Common Investment Fund (CIF), a pooled investment vehicle ensuring compliance with investment policies and execution of Socially Responsible Investing (SRI) Guidelines.
- Ensure the accuracy and completeness of financial records, including the general ledger, accounts payable and receivable, payroll, and other financial systems.
- Manage relationships with external partners, including investment managers, banks, auditors, investment consultants, ESG-SRI consultants, and other financial service providers.

#### **Budgeting and Forecasting**

- Develop and oversee the annual budgeting process, working closely with Leadership Team colleagues and other stakeholders to develop realistic and achievable budgets.
- Monitor actual performance against budget and provide regular updates and analysis to the Executive Director and Board of Directors.
- Develop and maintain financial forecasting models that support long-term financial planning and decision-making.

#### **Strategic Planning and Leadership**

- As a member of the senior management team, participate in strategic planning, implementation, and evaluation of missional initiatives, as well as planning growth in new entrepreneurial mission models.
- Provide business and strategy support to ABHMS' publishing ministry (Judson Press) and other units developing entrepreneurial ministry models, including but not limited to the Center for Continuous Learning (CCL) and the ministrElife Platform.
- Provide management oversight for property maintenance and building operations at the Leadership and Mission Building (LAMB).
- Provide management, supervision, leadership, and mentorship to the finance team, fostering a culture of excellence, continuous improvement, and professional development to enhance team members' overall level of competence, confidence, and grasp of current best practices related to finance.
- Collaborate frequently with Leadership Team colleagues to develop and implement strategies that support the organization's mission and goals.
- Research revenue opportunities and economic trends, analyze internal operations, and identify areas for cost reduction and process enhancement.

## **Compliance, Risk Management, & Tax Filings**

- Oversee all compliance requirements, and tax filings ensuring that the organization follows all relevant laws and regulations.
- Oversee endowment and grant compliance, ensuring funds are used according to any related restrictions.
- Manage relationships with external auditors and other financial service providers to ensure compliance with all reporting and regulatory requirements.
- Manage relationships with property management consultants and vendors that are engaged with onsite and offsite projects related to ABHMS' Mission.
- Review and sign contracts (only the Treasurer and Executive Director are Board authorized signers), working closely with ABHMS' in-house counsel.

## **LEADERSHIP (20%)**

- Provide confidential consultation to the Executive Director/CEO as a member of ABHMS Leadership Team and consultation to colleagues in senior management as needed.
- Model collaboration and teamwork across units and departments to advance ABHMS' strategic mission.
- Participate in the development of ABHMS' plans and programs as a member of the Leadership Team, providing strategic financial guidance and perspectives on decisions affecting the organization.
- Develop fruitful and trusting relationships with staff, Board and mission partners and contribute to an organizational culture that supports these relationships.
- Remain informed on the major denominational, financial, social, and cultural issues that may affect the work of the ABHMS and ensure that ABHMS is highly responsive to changing conditions and emerging trends to promote philanthropy and justice in the United States and Puerto Rico.

## **WORK OF ABHMS BOARD (10%)**

- Staff the work of the Finance and Audit Committees and provide strategic support to Investment Advisory Council (IAC) and Socially Responsible Investing Advisory Council (SRIAC).
- Prepare and present financial analysis of budgets, financial reports and financial trends to the Executive Director/CEO and Board/Committees to assist them in performing their respective responsibilities, making recommendations as needed.

## **REPRESENTATION (10%)**

- Represent the Executive Director/CEO as assigned.
- Represent ABHMS in various denominational arenas where strategic and financial decisions and implications for ABHMS are required.
- Occasional travel (Board meetings, key events such as Space for Grace).
- Other duties as assigned.

## **Qualifications:**

- Commitment to Christian faith with a passion for the work, ministry, and core values of ABHMS
- Master's Degree or equivalent experience in business or finance
- Non-profit accounting experience
- CPA or MBA a plus
- Minimum of 5 years' experience supervising finance professionals
- Solid grasp of broad business disciplines including finance, strategic planning, change management, project management, negotiations, and business law
- Leadership skills (such as emotional intelligence, relationship-building, delegation)
- Strategic thinker with critical analysis and problem-solving skills

- Strong communication skills (oral and written) and diplomacy
- Technological competence – Microsoft Office Suite (including Outlook, Word, PowerPoint, Excel, SharePoint); Virtual Networking Tools (Zoom, GoToMeeting, Adobe Connect)
- Willingness to learn new technologies and ability to transfer knowledge/skill to different platforms/tools
- Strong organizational skills with an ability to manage multiple tasks and demands in ways that inspire confidence and trust

### **We would love to hear from you.**

If this sounds like the job for you, we would love to help make that happen.

To apply, click [Here](#) to submit your resume and cover letter. A cover letter expressing interest in the position and organization is required for this search. Interviews will begin mid-July.

**Know a friend who would be a great fit?** Feel free to send us their resume to [jsetork@cnpstaffing.com](mailto:jsetork@cnpstaffing.com)

### **Is this position not a great fit?**

For more information about **Careers in Nonprofits** and our other available opportunities and workshops, please visit our website at [www.careersinnonprofits.com](http://www.careersinnonprofits.com).

*Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirements of a specific position or whose backgrounds are generally applicable to our client base. Please rest assured that we retain all candidate information for possible future matches, even if you do not hear from us regarding your application in response to this ad.*