Candidate Profile for the Position of
Chief Financial Officer

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This profile provides information about the Association of State and Territorial Health Officials (ASTHO), Arlington (Crystal City), Virginia, and the position requirements for the Chief Financial Officer (CFO). The profile is designed to guide the identification and evaluation of prospective candidates and to assist individuals in assessing their interest in and qualifications for the position.

This profile for the position of Chief Financial Officer (CFO) was developed from organizational materials and interviews conducted with key ASTHO Staff. Information collected and outcomes from key discussions have informed the priorities for skills, knowledge, experience, qualifications, and qualities required and desired in the position.

The search for the Chief Financial Officer (CFO) of the Association of State and Territorial Health Officials is being conducted by Association Strategies, Inc., 1111 North Fairfax Street, Alexandria, VA 22314. Applicants should submit a cover letter and resume to Association Strategies, Inc., at: www.assnstrategies.com/current_searches.php. To learn more about ASTHO, visit http://www.vending.org/. Applications will be accepted until October 16, 2015.

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Professional Opportunity
As a critical member of the senior management team at ASTHO, the Chief Financial Officer provides oversight of both financial operations and grants and contracts activities. This person will lead the way in enhancing the internal organizational financial and grants processes, and build an infrastructure that allows ASTHO to grow and fulfill its mission. A mission driven organization with significant complexity and a fast pace environment, ASTHO presents a great opportunity for the right candidate.
About ASTHO
ASTHO is the national nonprofit organization representing public health agencies in the United States, the U.S. Territories, and the District of Columbia, and more than 100,000 public health professionals these agencies employ. ASTHO members, the chief health officials of these jurisdictions, formulate and influence sound public health policy and ensure excellence in state-based public health practice. ASTHO’s primary function is to track, evaluate, and advise members on the impact and formation of public or private health policy that may affect them, and to provide them with guidance and technical assistance on improving the nation’s health. ASTHO has experienced significant growth and change in recent years, going from a small to mid-sized organization; current staff size is just over 100 employees.

The ASTHO Vision and Mission are as follows:

VISION

Healthy people thriving in a nation free of preventable illness and injury.

MISSION

To transform public health within states and territories to help members dramatically improve health and wellness.

Organizational Culture
A strategic and policy-focused organization, ASTHO influences important public health issues nationwide. Whether it is emergency response, immunization, or epidemiology, ASTHO leaders are invited to the table to shape the conversation. Staff have great passion for the ASTHO mission, and many have high-level public health expertise. Housed in a recently renovated headquarters in Crystal City, Virginia, the ASTHO office features state-of-the-art accommodations (such as a meditation room) and progressive telework and HR policies. With multiple grants and contracts to manage, the staff work in a dynamic, fast-paced environment driven by strong project management and grant reporting timetables.

Chief Financial Officer
ASTHO’s CFO will play a dual role—providing financial oversight and management, and ensuring successful reporting and budget management related to contracts and grants. Both of these areas will require the successful candidate to build relationships across the organization, and to manage through other people. Working with the Audit and Finance Committee of the ASTHO Board, the CFO will also make financial presentations to the Board and leadership periodically. The CFO has two direct reports— the Senior Director of Finance and Senior Director of Grants and Contracts, and oversees a department of 8 staff. The CFO is a key member of the senior leadership team and reports to the Associate Executive Director (AED).
Challenges and Opportunities

Critical issues for the new CFO will include:

 ✓ How best to manage communication, project budgets, and deadlines across multiple internal stakeholders—managing up, managing across, and managing within his/her own department.
 ✓ How to make the best strategic choices about a grants program mix — sticking with current funders and researching/expanding with new ones in order to remain relevant and profitable for the future.
 ✓ How to set up an appropriate infrastructure for ongoing financial and grants management, while also allocating new resources as needed in an effort to ensure that grant dollars are spent efficiently and appropriately.

Responsibilities

• Ensure finances are managed in compliance with legislation, policies and procedures, funder requirements, and generally accepted accounting principles.
• Ensure grants and contracts activities are in compliance with requirements of federal agencies and foundations, as well as sub-awards funded by ASTHO.
• Manage and oversee accounting and financial reporting systems.
• Support Audit and Finance Committees of the Board of Directors.
• Support and advise the Executive Director on financial trends and projections.
• Develop, analyze, and interpret statistical and accounting information to appraise operating results in terms of performance against budget and other matters bearing on the fiscal soundness and operating effectiveness of the organization.
• Coordinate and direct the preparation of the annual budget and periodic financial forecasts at least quarterly.
• Evaluate current accounting and procedural control systems and develop improved and more efficient methods of operation.
• Review grant proposals to ensure budget aligns with proposed deliverables and is in the best interest of ASTHO.
• Oversee and communicate actual vs. projected grant draws (often more than 100 grants) throughout the year, and evaluate the performance of personnel assigned to the Finance and Grants & Contracts area. Recommend training requirements for staff development.
• Lead the vendor selection process for financial systems and related applications.

Qualifications and Experience

• Bachelors and preferably a Master’s Degree from an accredited university with a concentration in Accounting. CPA designation preferred.
• Minimum of three years (prefer five years) of relevant experiences in federal awards administration.
At least five years’ experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least $25 million.

Knowledge and understanding of the Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles, and Audit (a.k.a. The Super Circular).

Experience applying applicable federal regulations and guidance in proposals, awards, execution and monitoring

Strong financial management experience: ideally has worked in a management role with progressive experience leading to at least three years of experience in financial management.

Experience in financial analysis, federal and foundation grant funds, and contractual matters.

Experience with systems/processes improvement initiatives, including accounting software and outsourced payroll functions. Success developing and monitoring systems to manage both operational and programmatic work that involve high levels of collaboration.

Knowledge, Skills, and Abilities

- Strong written and oral communication skills.
- Ability to customize communication for all audience levels to include board members, executive-level leadership, technical staff, and front-line staff.
- Ability to organize and streamline accounting processes and lead staff within the finance function to complete tasks in a timely manner.
- Knowledge of MS Office Professional and financial software (Great Plains desired).
- Budget and resource development as well as strategic planning.
- Excellent people skills with an ability to partner with a dynamic leadership team.
- Personal qualities of integrity, credibility, and commitment to the mission of ASTHO.
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment while also driving toward clarity and solutions.
- Demonstrated resourcefulness in setting priorities and guiding investments in people and systems.

Personal Traits/ Characteristics

- Self-starter with strategic outlook focused on growth opportunities, exercised concurrently with the ability to strengthen and revitalize current programs and operations.
- Flexible and comfortable in a dynamic environment with high expectations.
- Dedicated to the ASTHO mission and culture and to delivering high quality programs and excellence in all aspects of the work.
- Must be a proactive advocate and communicator with an ability to work with peers to meet deadlines and project goals.

Measures of Success

Within the first two years, the CFO will be measured by success in the following areas:
✓ Communication and collaboration among the staff, committees, and volunteers facilitates decision-making and budget planning.
✓ Implementation of technology best practices has improved operations and accountability, internal controls and processing.
✓ Grant and contract processes and infrastructure have improved and are widely understood and supported by the staff.
✓ Budget development process is owned by all staff and facilitated appropriately by the CFO and team.
✓ Reporting to the Audit and Finance Committee as well as the Board on financial matters is open and transparent, consistent, and error free.
✓ CFO is viewed as an expert and has earned credibility with the Board, peers and staff.

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