



FULL CIRCLE communities

Chief Financial Officer (SVP), Chicago, IL

Full Circle Communities, Inc., is a mission-driven non-profit developer and manager of affordable housing. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

We look for committed and enthusiastic individuals who are energized by our mission and the challenges of creating and operating service-rich affordable housing. We invest in our team members' growth as we expect them to invest in the growth of the organization.

We are currently working on several exciting developments including two mixed-income developments in Chicago's Jefferson Park neighborhood, a historic adaptive reuse of a former orphanage in Elgin, IL for families and persons with disabilities, a major rehab of a portfolio of family housing in Kalamazoo, MI, and several cutting edge permanent supportive housing developments in Detroit, MI. See our website at <http://www.fccommunities.org/> for more information.

Job Description:

Full Circle is seeking a Chief Financial Officer/SVP (CFO) to join our Executive Team to oversee all finance, accounting, tax and related compliance matters for a rapidly growing nonprofit. The position reports to the President & CEO. Specific duties of the CFO include:

Finance:

- Oversee cash, investment and asset policies, planning and management.
- Oversee corporate financing strategies and activities, and banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Planning, Policy & Investor Relations:

- Oversee the development and monitoring of budgets; present same to the Board.
- Develop financial business plans and forecasts to ensure corporate sustainability.
- Ensure future program growth and expansion plans are aligned with financial projections.
- Participate in corporate policy development as a member of the Executive Team; lead financial policy development.
- Represent the company to financial partners, including financial institutions, investors, auditors, public officials, etc.
- Remain up to date on nonprofit accounting and audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration:

- Manage and develop the accounting and finance staff to ensure proper maintenance of all accounting systems and function.
- Establish and oversee appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, financial partners and internal stakeholders.
- Oversee the preparation and communication of monthly and annual financial statements.
- Provide individual reporting for Executive Team and FCC board of directors as needed.



- Coordinate and present audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

Qualifications and Skills:

The ideal team member will blend experience, passion, creativity, collaboration and an analytical mind in envisioning and implementing financial policies and tools, and will be persistent in seeing them through to completion. They will have effective written and verbal communication skills, and be equally at home thinking through big-picture challenges and addressing day-to-day details.

Candidates must have:

- Ten years of experience in real estate development or management finance, nonprofit finance, or similar. A CPA or master's degree in finance or accounting can replace 2 years of experience.
- Evidenced stakeholder collaboration around policies, processes and financial management strategies.
- Strong attention to detail, technical writing and editing skills, memos, policies, training, and presentation skills.
- Experience managing and growing accounting and finance staff.

Strong Candidates will have:

- 3+ years of direct, relevant experience with a large nonprofit or multifamily real estate development and management company.
- Solid experience with Yardi and Nexus software platforms.

Compensation & Benefits:

The salary range for this position is \$110,000-\$140,000. Compensation and benefits are competitive and commensurate with experience. Benefits include health, dental, vision, IRA, life and supplemental insurance. Relocation assistance may be available for qualified candidates.

Full Circle Communities, Inc. currently has ownership/affiliated interests in and/or manages over 1,000 apartment units in Illinois, Iowa and Michigan. We are located in Chicago, Illinois, in the West Loop near UIC. Our corporate office functions in a relaxed, business casual environment.

Employees are encouraged to explore their interests and define their own growth, and Full Circle is a committed partner in their career development.

Full Circle is proud to recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law. While we have a set of preferred qualifications listed, if you have other experience that you think is related, please apply.

If you want to work with a like-minded team, please send your resume, cover letter, writing sample, and salary requirements to jobs@fccommunities.org with the title/heading "CFO." A portfolio of comparable work or other materials demonstrating relevant experience is appreciated.