CARLSONBECK

Position Specification

A COMMUNITY OF FRIENDS

Chief Financial Officer

15 June 2026, vF

Carlson Beck advises **A Community of Friends** on the basis of an exclusive consulting engagement. The following details are for your information and should be shared with discretion.

POSITION SPECIFICATION

THE POSITION: **CHIEF FINANCIAL OFFICER**

REPORTS TO: **CHIEF EXECUTIVE OFFICER**

LOCATION: **LOS ANGELES, CALIFORNIA (HYBRID)**

THE ORGANIZATION

ACOF Philosophy

A Community of Friends (ACOF) is a nonprofit affordable housing development corporation whose mission is to end homelessness through the provision of quality permanent supportive housing for people with mental illness. ACOF's values are **Dignity, Excellence, Community and Equity**.

Established in 1988, ACOF currently has 53 apartment buildings in its portfolio, providing affordable homes and supportive services to over 3,400 formerly homeless adults and 800+ children; many of the adults' lives are touched by mental illness. One building is currently under construction, with six other projects in various stages of planning. Currently active in Los Angeles and Orange Counties, ACOF has expanded its geographic footprint with one completed project in Ventura, San Bernardino and Riverside counties.

ACOF believes that supportive housing is a practical, cost-effective solution to ending homelessness that helps people live stable, productive lives. The agency's goals are to provide safe, decent, and well-maintained affordable housing and to ensure the provision of effective, flexible, accessible, and comprehensive services to assist tenants in sustaining their housing, developing the skills to manage their own lives, and building the confidence and personal resources to thrive in their home and community.

For more information on ACOF, please see www.acof.org.

THE OPPORTUNITY

ACOF is one of the top performing housing developers in the United States and a pioneer in permanent supportive housing. It is governed by an engaged board, led by a nationally respected CEO, Dora Gallo, and managed by an accomplished team of professionals, all of whom are motivated by the deeply meaningful work of the organization. ACOF is at an inflection point in its trajectory and the next Chief Financial Officer (CFO) will be partnering with the CEO on positioning the organization to meet this moment in time for supportive housing in California and nationally, and into the future. This is an opportunity for a professional to lead thoughtful change management throughout the organization, to modernize the financial operations and systems, work across the organization to generate effective cross departmental collaborations, and position ACOF's business of developing and managing service-enriched affordable housing for the next 30 years.

ACOF is governed by a **16-member Board of Directors** comprised of professionals with real estate, architecture, property management, lending, social services, government, nonprofit, and philanthropic backgrounds. The Board meets four times a year, and six standing Committees of the Board meet anywhere from three to ten times a year to oversee the organization and board's key functions and responsibilities.

The organization has a **staff of more than 125** FTE. The following **Management Team** members report to the Chief Executive Officer:

- Chief Financial Officer
- Senior Director of Philanthropy
- Director of Housing
- Director of Human Resources and Administration

ACOF has an annual operating budget exceeding **$13 million.**

THE POSITION

ACOF seeks a strategic, forward-thinking, highly skilled, principled and engaged professional to lead the financial function and be a strong and collaborative colleague on the business operations of this complex nonprofit that is a leader in developing and managing service-enriched, special needs affordable housing.

Reporting to the CEO, the CFO is a key member of the Management team, leading the financial functions of the organization and serving as a role model reflecting the values of the organization. The CFO has direct responsibility for overseeing accounting, budgeting, cash management, forecasting, strategic planning, investor relationships, and financial reporting to government agencies, grantors, partners, and lenders, and shares in coordination of risk management and legal activities. The CFO is a strategic, strong and collaborative colleague on business operations and is responsible for maintaining, developing, and monitoring internal financial procedures and controls for the organization and its affiliates. The CFO will have a staff of ten and three direct reports: Director of Asset Management, Director of Accounting, and Program Compliance Manager.

RESPONSIBILITIES

Financial Management

- Advise and support the President & CEO and Board of Directors on issues related to ACOF's finances and assets, and make presentations, as needed or requested;
- Oversee internal controls;
- Advise and support Management Team members on financial concerns related to their departments and programs;
- Oversee Director of Accounting's management of accounting staff and preparation of quarterly financial statements;
- Analyze financial statements and create accompanying performance analysis /reports for the CEO and the Board;
- Provide relevant financial reports to the Management Team;
- Coordinate annual audit and tax filings;

- Ensure compliance with all ACOF's financial performance requirements; and
- Oversee financing strategies, activities and banking/lending relationships.

Budgeting, Planning and Corporate Strategy

- Lead annual agency budget development as well as long term financial planning for ACOF;
- Play financial leadership role in developing corporate strategic plan and business plans and work closely with Management Team at department level;
- Assess organizational performance against budget and long term strategic/business plan;
- Oversee cash and investments to appropriately balance risk, return and liquidity;
- Create financial forecasts, cash flow models or analyses as needed or required to support both short-term decision-making and longer-term strategic planning; and
- Engage Finance and Audit Committee and the Board around issues, trends and changes in operating model.

Business Management

- Oversee structuring and administration of corporate and partnership entities;
- Oversee administration of ACOF's government contracts, including budget development (in consultation with Services Director), financial reporting, compliance oversight and related tasks;
- Procure insurance for the organization and its affiliates; and
- With the CEO, oversee planning, administering and monitoring risk management activities and pending and potential litigation.

Asset Management

- Monitor building financial performance and capital needs;
- Supervise the Director of Asset Management and oversee asset management activities of ACOFs portfolio, including:
    - Legal, regulatory and partnership compliance
    - Capital needs assessments and asset management plans
    - Analysis of property financial and other performance indicators
    - Preparation and submittal of quarterly and annual reports

Management

- Supervise and coordinate the work of the three divisions;
- Ensure that the day-to-day operations and work of each division are smoothly and effectively administered by providing appropriate oversight;
- Mentor, empower and develop staff to ensure that they have the resources needed to do their jobs; ensure that the performance evaluation system provides for clear feedback, clear responsibilities, and levels of accountability for all staff; and
- Maintain a climate that attracts, keeps, and motivates a diverse professional staff of top-quality people.

Leadership

- Continually develop, draft, recommend, and review processes and procedures to ensure conformance to best practices and offer suggestions to reduce bureaucracy and improve efficiencies;
- Articulate and implement ACOF's goals and strategies both internally and externally; inspire and build public support for ACOF and its mission;
- Represent the organization, along with other Management Team members, to financial partners including financial institutions, investors, foundation executives, public officials, and others;

- Participate in advocacy and fundraising activities related to the organization, when appropriate; and
- Be aware of significant developments and trends in the accounting field and serve as staff subject matter expert to the Finance and Audit Committees of the Board.

CANDIDATE QUALIFICATIONS / EXPERIENCE

Education: Bachelor's degree in Business, Accounting, Finance or other similar field is required. Master's degree in Business Management and/or CPA designation are desirable.

Experience:

- Minimum seven years of experience in the fields of affordable housing, lending, property management and/or real estate.
- Five years in executive level leadership roles managing multimillion dollar budgets.
- Ten years of senior level accounting/finance roles.
- Demonstrated ability to provide organizational leadership as a member of a management team; able to develop organizational capacity in the financial function.
- Experience in the nonprofit sector.
- Experience leading, managing and mentoring a team of high performing staff in functional areas under the CFO's purview.
- Experience in broad-based business management, including experience with financial risk identification and mitigation.
- Experience with property financial asset management.

COMPETENCIES / ATTRIBUTES

The successful professional will have:

- The highest level of professionalism, stewardship and integrity in executing the CFO role;
- Excellent leadership skills with the ability to make well-reasoned decisions as part of a high performing, excellence-based Management Team and in the best interests of the organization for the present and future;
- A track record of forward thinking when it comes to the financial health of an organization, one who sees ahead of the curve;
- Demonstrated management skills, able to motivate and hold accountable the financial staff;
- Technical knowledge to lead the financial function of a complex organization;
- Demonstrated ability to combine macro strategic, policy and planning perspective with attention to details, controls and other micro concerns.
- Excellent interpersonal skills; promptly provides feedback to staff for professional development;
- Excellent oral, and written communication skills; proactively communicates with the CEO and Board members when appropriate;
- Well-developed organizational skills and attention to detail; ability to prioritize work effectively and adjust to multiple demands;
- Ability to balance financial goals and program goals;
- Experience working effectively and collegially with a geographically dispersed and diverse staff;
- Computer/software literacy with financial accounting systems;
- Excellent computer skills including word processing, spreadsheets, databases and a working knowledge of information technology, both existing and emerging; and
- Strong interest in mission-based social justice work.

The successful professional will be:

- Committed to the philosophy, mission and values of A Community of Friends: dignity, excellence, community and equity;
- Results-oriented with a partnership mentality;
- Fair, hardworking and have a high level of integrity;
- Able to problem-solve with calmness, clarity and imagination;
- Confident and competent team builder with strong interpersonal skills who knows how to motivate staff;
- A team player who values and models working collaboratively, honors diversity and is resourceful;
- Straightforward, well-organized, shares information easily, listens well, and respects the abilities of others; someone who imparts trust and integrity and guides others in a similar vein;
- Adaptable, enthusiastic and unflappable in times of stress and pressure; and
- Emotionally mature, with a sense of humor.

It is not necessary to meet all the criteria above to apply and be considered for this critical position.

COMPENSATION

Total compensation for this position will be in the range of **$240,000 to $265,000.** Additionally, comprehensive benefits and flexible time-off (FTO) packages are offered.

HOW TO APPLY

To initiate consideration for this opportunity, **please submit a resume and cover letter**, outlining your qualifications **as per this Position Specification**, to the Carlson Beck representatives below.

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