



**Job Title:** Chief Finance and Administration Officer  
**Reports To:** President  
**Status:** Full-Time, Exempt, Salaried  
**Start Date:** As soon as possible

Auburn is a leadership development and research institute working with faith-rooted justice leaders and movements to catalyze change. Using innovative, research-based methodologies, Auburn equips leaders to frame the critical conversations of the day and mobilize the public to work across divides to create a more just and generous world. We believe that societies work best when people actively participate in public conversations about issues, policies and legislation. Through advocacy and thought leadership, Auburn helps to influence views on pressing social issues, such as income inequality, climate change, LGBTQ equality, gender justice, gun violence, immigration and racial justice. In just the last year, Auburn reached more than a million people through our trainings, digital outreach and national convenings.

Learn more at [www.AuburnSeminary.org](http://www.AuburnSeminary.org)

### **THE POSITION**

The Chief Finance and Administration Officer plays a crucial role in stewarding Auburn's financial health and sustainability in a way that it is fully integrated into the organization's larger work. Reporting to the President, the Chief Finance and Administration Officer will serve as a strategic thought-partner to Auburn's senior leaders, provide financial guidance, information and support to make sound decisions and steward organizational resources with a deep focus on current and future sustainability. They will act as a thought partner and problem solver.

The successful candidate is a hands-on, participative and innovative manager who leads and develops an internal team that supports the following operational areas: Finance, Administration/Office Space, People Operations, and Information Technology.

This position will lead in an environment that values mutual respect, rapid response to changing conditions and new opportunities, flexibility and intelligence, as well as a sense of humor and humility. The role offers the chance to combine passion with pragmatism, intellectual curiosity with outstanding financial, technical and supervision skills, along with the opportunity to be part of the multifaith movement for justice.

## **KEY RESPONSIBILITIES**

- Serve as Auburn’s financial expert, key responsibilities includes;
  - Financial resource and advisor to President and other senior leaders on strategic and tactical decision-making.
  - Financial planning and forecasting, including strategic planning along with leading the creation and oversight of operating, capital and fundraising budgets, and rolling-forward forecast.
  - Financial analytics and metrics, which includes monitoring financial performance by department, project, and grant; analyzing data to understand, measure and report on impact; validate variances and trends; contribute to the evaluation of new opportunities, cost reduction efforts, return on investment, etc. And, establish long-term plans, goals, financial metrics and policies.
  - Financial reporting and accounting that is accurate and timely including continuing to monitor and improve internal controls.
  - Oversight of the annual financial audit process and preparation of the Form 990, ensuring complete and accurate reporting in accordance with all GAAP and nonprofit standards and regulations.
  - Design and lead the process to build organizational annual and multi-year budgets. Work closely with departmental leaders to understand their goals and provide support to build and manage budgets necessary to realize those goals. Establish frequent review processes to maximize investment of resources.
  - Oversee the active management of Auburn’s endowment in partnership with Auburn’s Investment Committee and firm including the development, implementation and monitoring of a socially responsible investment strategy.
  - Serve as lead staff person to all the finance-related committees of the Auburn’s Board of Directors, which include Finance, Audit, and Investment Committees.
  - Work closely with other department leaders, particularly Strategic Philanthropy, as well as senior program and executive departments to develop reports for key stakeholders. This includes grant management and overseeing the development of fundraising budgets, interim and final reports by project and by grant.
  - Responsible for all asset, liability, cash management and risk administration.
- Successfully engage, develop, and lead finance staff and operations team with a focus on best financial practices, new processes and effective reporting.
  
- Supervise the effective development, management and implementation of Auburn’s Administration/Office Space, People Operations’ policies and procedures and Information Technology, including:

- The development and implementation of annual plans for each area
- Supporting overall fiscal management
- Ensuring the alignment and collaboration of these areas with Auburn's institutional priorities
- Serves as member of Auburn's leadership team

### **REQUIRED COMPETENCIES**

- Minimum of 15 years of professional experience, including managing the finance and operations of a high-growth \$5-10M organization (nonprofit experience strongly preferred).
- Proven success working in a non-profit environment with complex financial structures, strong technical skills and current knowledge of best practices.
- Bachelor's degree in Accounting or Finance; Master's degree or CPA strongly preferred.
- Experience in endowment-style portfolio management.
- Experience in managing multiple and complex revenue streams and grants management in collaboration with fundraising staff.
- Experience gathering and evaluating financial information and making actionable recommendations to senior leadership.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Interest in continuously developing and improving administrative and technical systems.
- A collaborative and flexible style, with a strong customer service-mentality and a mindset for continuous-learning and improvement.
- Exceptional communication skills, both oral and written.
- Hands on, roll-up your sleeves get the job done attitude.
- Personal qualities of integrity, credibility, and a commitment to Auburn's mission.
- Demonstrated ability to translate an organization's financial picture into high-level summaries for executive staff and board.
- Highly flexible and adept to changing priorities.
- Demonstrated emotional maturity and emotional intelligence.

### **APPLICATION PROCESS**

For employment consideration, the optimal way to contact us is via e-mail.

- All applications must include (all in PDF format):
  - Resume
  - Thoughtful cover letter (including how you became aware of this

opportunity: *job portal, referral, etc.*)

- **All applications will be received via email. No phone calls or snail mail.**
- E-mail applications to: [careers@auburnseminary.org](mailto:careers@auburnseminary.org)
- Subject Line: Chief Finance and Administration Officer /YOUR NAME

Auburn Theological Seminary is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Auburn Theological Seminary prohibits discrimination against staff members and applicants for employment because of the individual's race, creed, alienage, citizenship, color, sex (including pregnancy), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, prior arrest or conviction record, or any other characteristic protected by law. This Policy applies to all Auburn Theological Seminary activities, including, but not limited to, recruitment, hiring, compensation, assignment, training, promotion, performance evaluation, discipline and discharge. As detailed below, this Policy also bans discriminatory harassment.

Auburn Theological Seminary will provide reasonable accommodation consistent with the law to otherwise qualified staff members and applicants with a disability and to staff members and applicants with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by Auburn Theological Seminary on a case-by-case basis.