

*Redeemer City to City (CTC) is a non-profit organization that prayerfully recruits, trains, coaches and resources leaders who cultivate gospel movements in global cities primarily through church planting. CTC is based in New York City and works with affiliate and Hub City leaders throughout the world." All of this is done to help bring the gospel of Jesus Christ to cities. CTC New York City aims to support and catalyze church planters and leaders with the tools and resources they need to develop healthy churches through various training programs.*

*Redeemer City to City is a global organization that serves a diverse community. Men, women, and members of all ethnic groups are encouraged to apply.*

## **JOB DESCRIPTION**

**Job Title:** Chief Financial Officer

**Reports To:** Chief Executive Officer

**Completion Date:** May 3, 2024

**Location:** Fully Remote

**Exempt/Non-Exempt:** Salaried/Exempt

**Full or Part-time:** Full-Time

**Team:** Executive Office

**Compensation:** \$175,000-\$195,000 DOE

### **Short Description**

The Chief Financial Officer (CFO) will be responsible for leading and directing Redeemer City to City's (RCTC) internal operations functions including accounting and reporting, finance, real estate, human resources and technology. As an integral member of the RCTC Senior Leadership Team (SLT), s/he will report directly to the CEO and work collaboratively with other senior leaders to establish long-range goals, strategies, plans and policies that ensure the organization's financial sustainability and growth as it seeks to help leaders start and strengthen church in cities around the world. The ideal candidate will exhibit culturally agile leadership, keen organizational and communication skills, along with demonstrated proficiency in data-driven decision making. This position will communicate strategic recommendations, financial results, and regulatory requirements or changes that affect the organization to the CEO, Board of Directors and Audit and Finance Committees.

The CFO oversees two direct reports: the Senior Director of Finance and the Senior Director of Human Resources. The role will also oversee those engaged with the organization's real estate and technology and provide strategic leadership and tactical support to each of the aforementioned direct reports and the areas under their purview.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Provide executive oversight for all internal operational and financial functions including, but not limited to, accounting, financial reporting, policy, compliance, risk management, budgeting, audits, tax, borrowings, and cash management.
- Build and maintain relationships and trust with key leaders and stakeholders including the SLT, RCTC staff and leaders, Board of Directors, affiliate leaders and financial leaders at affiliates or Hub City leaders.
- Direct the Accounting/Finance function, have a good understanding of non-profit accounting, strong financial reporting skills.
- Interface as required with institutional partners and donors as it relates to donor relations and queries regarding financial information that was provided.
- Strengthen financial reporting, both internal for division heads, for the Board, Board Committees or Advisory Committees.

- Interface with the RCTC board’s Real Estate, Finance and Audit Committees.
- Assist as required with the Senior Director of Finance on managing the audit and auditor relationship.
- Oversee cash flow, budgeting, forecasting and investing.
- Effectively prepare and maintain internal/external financial controls reporting.
- Ensure records and reports are in accordance with generally accepted accounting principles (GAAP) and government regulations.
- Oversee grant management and funding.
- Ensure that RCTC is complying with affiliate and Hub City oversight requirements.
- Provide oversight and engage as needed with funding proposals.
- Identify and manage ministry risks, including cross-border risks, real estate, tax risks and insurance requirements.
- Monitor operational agreements with Redeemer East Side and work with counsel and co-owner on purchase and sale agreement of 91<sup>st</sup> Street space.
- Effectively oversee Human Resources, including payroll and compliance, benefits and wellness, employee training and development, employee engagement, and talent acquisition; ensure they align with the overall ministry philosophy, culture and strategy.
- Stay in tune with research in human capital, continually examine and improve human capital metrics.
- Ensure that our technology strategies (including applications, infrastructure and information, security, and telecommunications) converge and integrate with the strategy and goals of the organization and its diverse departments and leverage technology to increase mission impact, optimize costs, effectively share information, and increase stakeholder satisfaction.
- Assist the Chief Strategy Officer, as required, on new technology and forecasting on key initiatives.
- Monitor the sublicense agreement with Redeemer as it relates to Gospel in Life.
- Build and maintain the ministry culture.
- Lead by example with humility, a servant mindset, compassion and discernment.

**COMPETENCIES REQUIRED**

Balances Stakeholders	Business Insight	Drives Vision and Purpose
Manages Ambiguity	Emotionally Intelligent	Team Development
Ensures Accountability	First Principles Thinking	Organizational Design
Manages Complexity	Manages Multiple Ministry Fronts	Leadership Skills
Strategic Mindset and Problem-Solver	Fundraising Mindset/Financial Acumen	Adaptability

**MINIMUM QUALIFICATIONS & SKILLS:**

- Advanced degree and / or professional certification (e.g., CPA, MBA, CMA) is preferred.
- Strategic financial and operational thinker.
- Strong knowledge of GAAP and financial reporting.
- Strong executive presence, communication skills and leadership gravitas, and an ability to interact with and foster trust and respect with the board of directors, donors, institutions and foundations in the areas of leadership competency, financial management and organizational systems.
- Strong problem-solving skills, creative and resourceful, ability to find new approaches and solutions.
- Strong business acumen; thinking holistically beyond their functional area and has the ability to see the big picture for the organization.

- Experience in evaluating the risk/reward of decisions and the impact on all areas of the business and working with various stakeholders in strategic and tactical decision-making.
- Excellent presentation, report writing, and interpersonal skills are essential; this includes the capacity to effectively translate complex technical and financial language and issues into terms that are easily understood and actionable, and the ability to build effective relationships with leaders, board members, vendors, and others inside and outside of the organization, including those in a different global context.
- Proficiency in navigating complex accounting, payroll, and HR systems, exemplified by experience with APS/Eselfserve, professional development and learning management systems, compensation and benefit systems and other systems pertinent to the HR function. Additionally, possesses adept skills in utilizing.
- standard office software packages, with a particular focus on Google Applications, Microsoft Suite, and Word (with experience in a global or multi-national context preferred).
- Technology oriented, ability to work and ideate with outside consultants on technology strategy.
- Excellent supervisory skills; demonstrated ability to identify, recruit and develop high-performing teams that deliver consistent value in a highly complex organization.
- A proven track record of leading through change and ambiguity. Possesses a broad blend of technical expertise, business acumen, and leadership skills
- Global awareness, and strong contextual and cultural intelligence.
- Gospel-centered leadership and strong personal faith.
- Self-motivated and collaborative, yet able to work independently.

**EXPERIENCE:**

- Fifteen (15) years or more of related experience is required, with a track record of improving financial performance in a senior leadership role while working directly with the President/CEO and Board of Directors
- Real estate experience preferred, but not required
- Experience leading teams
- Used to working with board, audit and finance committees
- Experience raising capital or working with financial institutions
- Strategy development
- Donor or shareholder (investor relations) experience
- Nonprofit account experience helpful, but not required
- Global experience (in a multi-national or mission-field operations) preferred

**TECHNICAL SOFTWARE KNOWLEDGE:**

- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- Financial and HR systems
- Enterprise resource planning software
- Expense management reporting systems

**MISSION ALIGNMENT:**

- Belief in the inerrancy of the Holy Bible
- Sold out on the mission to bring the Gospel of Jesus Christ to cities
- Alignment with RCTC values



- Adherence to RCTC Employee Policies
- Compliance with RCTC Policies regarding Intellectual Property

**LOCATION:** This position is based in NYC and New York City residency is highly preferred.

**PHYSICAL REQUIREMENTS:** See, hear, type, speak, travel with reasonable accommodations.

**TRAVEL:** Some travel will be required

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*To apply, please send a cover letter and resume to Trisha Burgess, Senior Director of Human Resources, at [trish.burgess@redeemercitycity.com](mailto:trish.burgess@redeemercitycity.com).*