



POSITION SPECIFICATION

CHIEF FINANCIAL OFFICER

Victor Agencies

Chico, CA

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. Based in Berkeley, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director & Principal Leyna Bernstein

is leading this search assignment. Inquiries may be made, in confidence, to Leyna Bernstein at Leyna@leadershipsearch.com.



TITLE: Chief Financial Officer

ORGANIZATION: Victor Agencies

LOCATION: Chico, CA

REPORTS TO: Chief Executive Officer

MISSION

The mission of [Victor Agencies](#) is to be a catalyst for sustained improvement in the lives of those they touch.

ABOUT THE ORGANIZATION

Victor Agencies (Victor) is focused on empowering people of all ages to build upon their strengths and capacities to address the problems and needs they have within their lives. Victor provides a diverse array of services including residential care, non-public schools, outpatient mental health services, and family support services, as well as treatment foster care and adoption services, for children, adults and families throughout California.

Since its founding 49 years ago, Victor has maintained an unwavering commitment to transforming lives by going above and beyond in the delivery of excellent services to the children, adults and families who seek their assistance. This dedication to purpose is mirrored in a deep commitment to assisting staff in their growth and development as professionals. Victor leadership works diligently to create a culture that is positive, supportive and focused on continuous learning. This ideology and the pledge to hold themselves accountable to the organization's core values [Teamwork, Excellence, Adaptability and Mission Driven (TEAM)] guide Victor's decision-making, policies and standards of conduct.

At Victor, it is all about relationships and results. Relationships are the focus at every level of the organization, with the families served, employees, and the counties who seek Victor's assistance. It is through these relationships that Victor achieves the greatest results in fulfilling our mission.

Victor Agencies is the operational alliance of three non-profit organizations: Victor Treatment Centers, Victor Community Support Services and Rosemary Children's Services. These organizations operate under a common administrative structure in order to achieve operational efficiencies and great results for children, adults and families.

Over the past 15 years, Victor has evolved into a large, statewide, multi-service alliance of organizations that serves people of all ages through a wide variety of programs and services. Across all lines of service, there is an intensive focus on program quality, continuous quality improvement and demonstrated outcome measurement. Victor's overarching strategy continues



to be the achievement of preferred provider status in each community and for each consumer group within California that they serve.

The external environment within which Victor operates is facing revolutionary change, including residential rate reform, the increased need for provider accountability, a focus on cost cutting and efficiency, and the implementation of multiple electronic solutions by public sector funders. Victor Agencies is uniquely positioned to meet the challenges of this changing environment due to its financial strength, reputation for service excellence, breadth of programs and a work culture that values employees and supports professional development.

In order to excel in this rapidly changing environment, Victor must continue to evolve and lead change. To ensure the provision of excellent service to consumers and customers, Victor is undertaking several major initiatives, which include delivering state of the art/innovative services, monitoring and reporting outcomes, using technology as a tool to achieve these goals, and developing and maintaining a positive work culture.

ABOUT THE OPPORTUNITY

Reporting to the CEO, the CFO is a key strategic leader and business partner responsible for advancing the agency's growth, financial management and internal operational strategy. This is the lead position in designing and leading the organization's operational support systems which facilitate the mission of the organization. While leading operational strategy and innovation, the CFO will be charged with developing and implementing increasingly efficient administrative policies and procedures in both the finance and general operational realms. The CFO will directly supervise the Controller, Director of IT and Director of Administrative Services and other assigned Managers. A core focus of this position is to foster an organizational culture and infrastructure that supports operational excellence, delivers quality customer services and promotes optimal efficiency.

This position requires a financial and operational leader with a distinguished record of outstanding professional service and accomplishment. The ideal candidate will have a high level administrative leadership capacity, excellent communication and interpersonal skills, a creative and flexible approach to problem solving and a strong business mind. This new position will realign several existing units including finance, administration and information technology. Additionally they will identify system improvement opportunities in purchasing, billing, office systems, facilities, and internal controls.

Responsibilities

Major Areas of Accountability:

- **Strategy, Vision and Leadership** Act as a strategic business partner with the CEO, COO and Director of Business Development providing advice on financial operations, analysis, budgeting, cash flow, investments and policy matters. Serve as a leadership liaison to the Board of Directors presenting critical financial and administrative operations information. Develop and implement short and long range Finance and Administration goals, objective, policies and procedures. Evaluate potential business



partners and lead the financial and administrative integration efforts in new strategic partnerships. The CFO serves as Treasurer of the organization.

- **Team Development/Leadership** Provide positive, optimistic leadership and problem solving in alignment with the Agency's values. Initiate change management activities in alignment with CEO and strategic directions. Mentor and develop staff (within and across departments) using a supportive and collaborative approach, assign accountabilities, set objectives, establish priorities and monitor and evaluate results. Ensure that fiscal and administrative support teams have a high degree of employee engagement and effectiveness in alignment with the agency's values.
- **Fiscal and Administrative Operations** Ensure assigned departments of Finance, IT, and Administrative Support operate effectively and efficiently. Oversee and lead all major finance and administration change management activities preparing the agency to adapt, change and diversify. Standardize administrative site procedures as appropriate. Continually improve administrative and accounting processes and adapt the infrastructure and systems needed to support the agency through continued expansion. Proactively develop financial metrics for utilization in decision making. Monitor investment portfolio performance and provide advice to the CEO and Board of Directors. Assist the IT Director in evaluating the need for new technology to meet the organizations needs within the financial resources available.
- **Contract Management** Assist the CEO/COO in contract negotiations and help to ensure terms which are beneficial to the agency. Oversee contracting processes. Review major contracts and leases and ensure that all financial and regulatory terms are sustainable and appropriate for the agency. Advocate on behalf of the agency and effectively resolve disputes related to contract terms and agreements. Represent the organization externally as necessary in contract disputes, banking, lease negotiations, purchasing and sales agreements, etc.
- **Risk Management** Ensure that the agency has appropriate levels of insurance coverage in line with its size, complexity and growth. Play the lead role in assessing and making changes to insurance policies, and to safety and security policies and procedures. Ensure proper protection for the interests of the agency, its people, assets, information and facilities. Serve as a Board member representing the agency on Victory Comp, the organization's self-insurance company.

Professional Experience/Qualifications

Experience:

- A minimum of 10 years senior leadership experience in finance and administration with broad expertise in business management
- Experience as a proven senior executive in an organization of comparable size and complexity; evidence of vision, collaboration as well as a service and entrepreneurial orientation in developing progressive business policies and practices
- Proven professional experience in finance, accounting, contracts, budgeting and cost control principles including GAAP, automated financial reporting, Microsoft Office and Excel
- Experience in fast growing enterprises, with prior experience helping lead acquisitions and/or mergers preferred

Skills:

- Ability to lead effectively across multiple locations and divisions ensuring collaboration and persuasion to guide decision making and influence critical operations: a proven team player
- Excellent interpersonal and conflict resolution skills with experience collaborating in a multi-disciplinary, diverse and dynamic team
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems
- Proven negotiation skills and comfort performing in high stakes situations
- Technologically savvy, with demonstrated ability of having worked with IT staff to develop and implement new processes and systems that increased efficiencies
- Flexible self-starter with the ability to multi-task and meet deadlines
- Excellent communication skills in the service of advancing strategic goals and objective in the finance and administration arenas

Personal Characteristics:

- Highest standards of personal and professional excellence and unquestionable integrity
- Positive, optimistic attitude towards problem solving
- High emotional intelligence including self-awareness, emotion regulation and excellent social navigation skills
- Forward thinking, strategic; embraces innovation
- Demonstrated alignment with the values of Victor including the ability to work collaboratively with diverse teams, a very strong commitment to excellence and adaptability. Applicant must also be deeply committed to the organization's mission
- A continuous learner who is open to feedback and personal change
- Outstanding interpersonal skills including listening and empathy

Education:

- Master's Degree in a field closely related to the position; MBA preferred



COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Victor Agencies. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to Search Consultant Heather Merriam at Heather@leadershipsearch.com with "Victor-CFO" in the subject line.

Inquiries may be made, in confidence, to Search Consultant Leyna Bernstein at Leyna@leadershipsearch.com or 510-542-2922

VICTOR AGENCIES' policy is to fill every position without regard to race, religion, religious creed (including religious dress and grooming practices), color, sex, sex stereotype, gender identification or expression, sexual orientation, transgender, pregnancy, perceived pregnancy, breastfeeding, age, national origin, ancestry, physical or mental disability, medical condition, marital/domestic partner status, genetic information, ethnicity, citizenship, military and veteran status or any other protected classification, in accordance with applicable federal, state, and local laws. Victor is an equal opportunity employer and selects employees on the basis of ability, experience, training, education, and character.

LEADERSHIP SEARCH PARTNERS is a search firm focused exclusively on the nonprofit sector. Based in Berkeley, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders. www.leadershipsearch.com