



POSITION ANNOUNCEMENT



Chief Financial Officer

NeighborUp

(merger of Dorcas Ministries and Western Wake Crisis Ministry)

Cary, NC

Career Opportunity

NeighborUp is seeking an experienced and strategic leader to serve as its next Chief Financial Officer. The Chief Financial Officer (CFO) is responsible for safeguarding and strengthening the fiscal health of NeighborUp. This role oversees all financial operations, including budgeting, financial planning, analysis, reporting, and compliance, while actively contributing to the organization's overall business and financial strategy.

The CFO collaborates closely with the CEO and Senior Vice President of Operations to manage the NeighborUp Plaza property and its tenants. Additionally, the CFO partners with the Finance Committee of the Board of Directors to ensure rigorous oversight of operating budgets, capital expenditures, and other financial matters.

Our belief: As neighbors, we're called to lift each other up.

Our vision: A community where every neighbor thrives.

Our mission: We exist to equip and empower our neighbors in need with the basic essentials and valuable skills to continue their journey toward long-term success.

Reporting Structure: The CFO reports to the CEO and leads three direct reports, including the Finance Manager, Senior Director of Finance, and Finance & Operations Manager

Total Staff and Budget: 77 staff members and an annual budget of \$8.2 million

Salary: The salary is commensurate with experience, and the salary range is \$120,000 - \$140,000.

Working Environment/Location: In office

Key Responsibilities of the Chief Financial Officer

Financial Strategy & Leadership

- Provide strategic financial guidance to the CEO, Senior Leadership Team, and Board of Directors.
- Communicate the organization's financial health and direction through reports, forecasts, and presentations.
- Serve as an Officer of the Corporation and key member of the Senior Leadership Team.

Financial Operations & Oversight

- Oversee budgeting, forecasting, financial analysis, and reporting.
- Ensure the accuracy and integrity of financial data through effective internal controls.
- Develop, enhance and/or implement financial policies and procedures to support operational efficiency and compliance.

Governance & Board Relations

- Serve as the primary liaison to the Finance Committee of the Board.
- Support the Human Resources Committee with financial insights related to personnel, total compensation, etc., as needed.
- Coordinate and present financial updates to the Board of Directors.

Property & Tenant Financial Management

- Serve on the NeighborUp Plaza management team.
- Partner with the Sr. Vice President of Operations on ensuring proper A/R protocols for NeighborUp Plaza tenants.

Compliance, Risk Management & Audit

- Coordinate the annual independent audit and manage all tax filings (income, property, sales).
- Manage appropriate risk protection for the organization.
- Ensure compliance with all relevant financial regulations and standards.

The Ideal Candidate Profile

The ideal candidate will possess the following qualifications:

- Bachelor's degree in finance, business administration, accounting, or related field. (Master's degree preferred).
- CPA, CMA, or equivalent financial certification preferred.
- 10+ years of experience and operational leadership, preferably in the nonprofit or philanthropic sector.
- Strong background in financial analysis, budgeting, and forecasting.
- Proven leadership experience in managing and motivating teams.
- In-depth knowledge of financial regulations, tax laws, and payroll compliance.
- Excellent interpersonal, verbal, and written communication skills.
- Strong organizational and project management abilities.
- Proficiency in financial software and ERP systems.
- Ability to prepare financial projections and interpret external financial trends.
- Sound judgment and discretion in handling sensitive information.
- Ability to build trust and work effectively with staff, volunteers, and other stakeholders.
- Flexibility to work outside normal business hours as needed.
- Commitment to NeighborUp's mission and values.

About NeighborUp

NeighborUp (merger between Dorcas Ministries and Western Wake Crisis Ministry) is dedicated to a community where every neighbor thrives. Founded in 1968, the organization provides a wide range of services, including financial assistance, two food pantries, workforce development, emergency transitional housing, and client advocacy. Its highly rated and well-known thrift shop at their Cary headquarters not only offers affordable goods to the community but also generates revenue to complement philanthropic contributions that support its programs.

Serving over 7,500 neighbors annually, NeighborUp plays a vital role in western and southern Wake County. The recent merger between Dorcas Ministries and Western Wake Crisis Ministry expanded the organization's impact, enhancing its ability to serve more individuals and families. With a mission rooted in compassion, action and community, NeighborUp continues to be a trusted resource for those who need help for today and hope for tomorrow.

Want to know more? Visit <https://neighborup.org/>.

Benefits

Benefits include medical, dental, vision, employer paid life and disability insurance, 401(k) retirement plan, as well as a continuing education/tuition assistance program.

How To Apply

Join NeighborUp and play a critical role in shaping its future while driving impactful change in the community.

To apply, click on the link for this position at <https://jobs.armstrongmcguire.com/>. You will see instructions for uploading your compelling cover letter, resume, and salary requirements. Cover letters should be responsive to the mission of NeighborUp as well as the stated responsibilities and qualifications.

Please provide all requested information to be considered. In case of any technical problems, contact talent@armstrongmcguire.com. **No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.**

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