

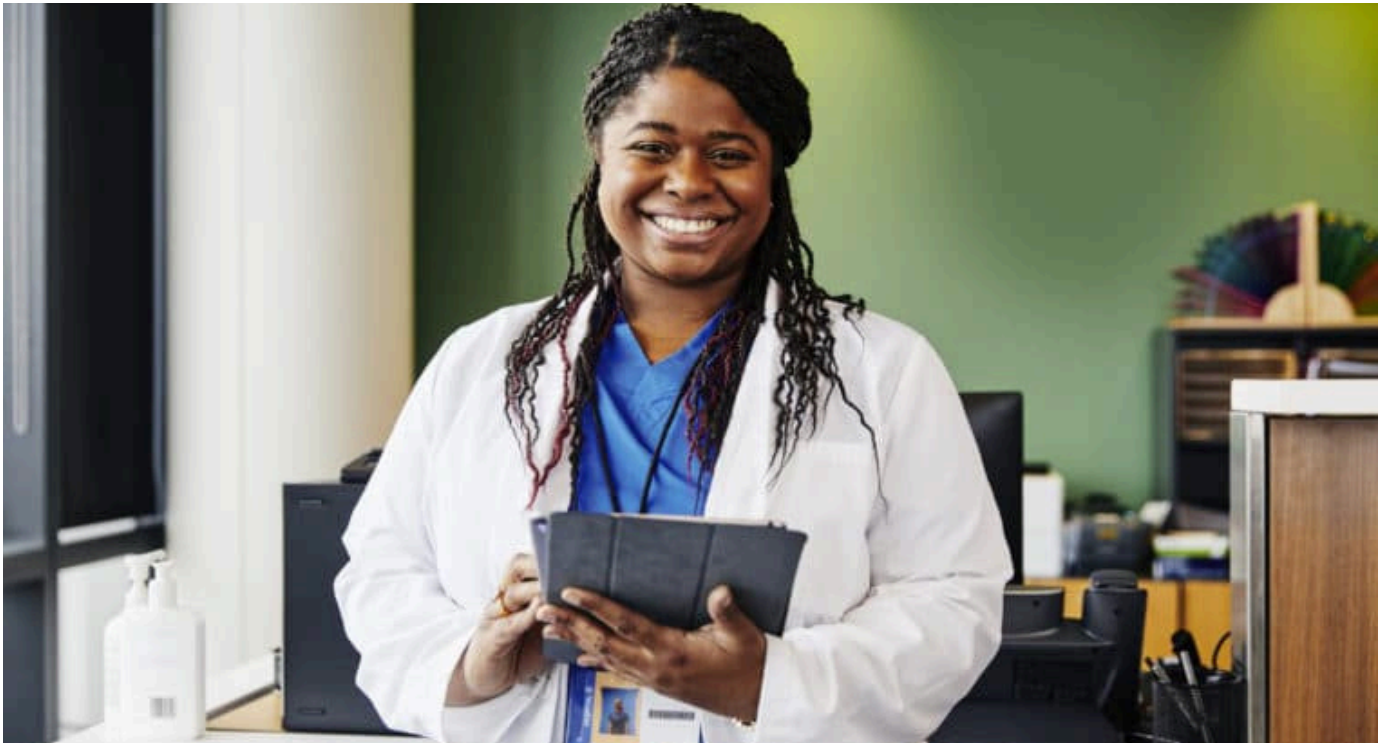


Chief Financial Officer

Position Profile

National Medical Fellowships

Location: Remote (US Based)



About NMF

One of the first diversity focused organizations in the United States, National Medical Fellowships (NMF), founded in 1946, is the nation's premier 501(c)(3) non-profit organization seeking to eliminate health care disparities by increasing the number of Black, Indigenous, and People of Color (BIPOC) physicians and health care professionals working to advance health equity.

Our goal is to ensure that every American has access to physicians and health care professionals who speak their language, understand their culture, and are committed to working in underserved communities. Since 1946, NMF has provided over \$45 million to more than 32,000 students underrepresented in medicine.

NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for BIPOC students through financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care and seeks to increase diversity and welcome intentionally excluded communities to participate in clinical research. To ensure that clinical research findings benefit all populations, NMF works to increase the number of BIPOC researchers and investigators leading clinical trials and diversify participants in clinical research.

In these ways, NMF unabashedly disrupts the systems and structures that erect barriers which impede talented and committed BIPOC students and providers from aiding communities made vulnerable by historic disinvestment and disenfranchisement.

To learn more: <https://nmfonline.org/>



The Opportunity

NMF seeks an inaugural Chief Financial Officer to join the organization during a time of accelerated strategic growth. Reporting to the Chief Executive Officer (CEO), the CFO will be responsible for the overall management of the organization's \$20M budget, development and implementation of financial strategy and systems, and oversight over Finance, Operations, and Human Resources functions.

The ideal candidate will offer strategic business insights while developing consultative working relationships throughout the organization; and will manage all financial and operational aspects, including accounting operations and investments, financial reporting and analysis, budgeting and forecasting, compliance and risk management, technology implementation, and audit coordination. A successful candidate will be a systems builder who can streamline our financial operations, effectively and efficiently direct organizational and departmental budgets, partner with the Development and Programs teams to innovate around revenue generation, and direct our business strategy.

The CFO will be a collaborative leader who can partner with the CEO, peers, direct reports, board members, auditors, external consultants, and other internal stakeholders to manage the financial and administrative needs of the organization. This role has three direct reports, with the ability to bring all outsourced financial functions in house and to build out a high-performing internal finance and operations team.



Key Responsibilities

Financial Expertise and Operations Acumen

- Oversee all aspect of financial management, including budget creation and implementation, investment of funds, tracking short- and long-term goals, reconciliation to monitor progress, and annual audit, including single audit.
- Direct the preparation of all financial statements, including supplementary reports, tax returns, and governmental agency reports.
- Present clear, relevant, and actionable financial information across the organization and to the Senior Leaders, Board, and Finance Committee.
- Develop transparent forecasting capabilities that enable senior leadership and board members to make data-driven, forward-thinking decisions in a multi-program environment.
- Tactical and visionary finance leader with the ability to roll up their sleeves to perform a “deep dive” into the details while staying focused on the overall financial health of the organization.

Strategic Insight and Thought Leadership

- Be a strategic advisor to the Executive Leadership Team on all financial matters and all growth plans and projects, making recommendations and suggesting pro-active strategies to keep the organization growing.
- Analyze operations to identify areas in need of reorganization, expansion, downsizing, or elimination.
- Collaborate with Programs and Development leaders in long-range/strategic planning efforts and identify opportunities and new strategies for diversifying revenue/funding sources.
- Develop and implement effective policies and procedures to ensure compliance with laws and funding commitments.
Professionalize systems and structures within the organization to enable successful growth and increased impact.



Key Responsibilities (cont.)

Collaborative Relationship Builder and Inclusive Leader

- Oversee all aspects of team management, including directing and assessing the continued use of an external outsourced accounting firm, supervising office finance team, and building internal team capacity and function.
- Build a high-functioning internal Operations, HR and Finance team that meets and exceeds performance expectations through best-in-class practices and a collaborative spirit.
- Offer guidance to department leaders and help monitor progress to budget and impact goals.
- Engage the finance and investment committee of the Board of Directors to review regular financial reports and develop short-, medium- and long-term financial plans and projections.

Location

NMF is headquartered in Alexandria, VA with a team that operates across the United States. This position is available as a fully remote role, based in in the US.



Desired Qualifications

The Chief Financial Officer will bring a demonstrated track record of building and implementing financial systems and processes for a growing organization. The CFO will be highly collaborative and have the ability to build cohesion and coordination among a diverse team working on a wide range of projects across multiple functions, addressing and solving challenges as they arise.

While it's understood that no single candidate will bring every single competency, strong candidates will offer the following skills, characteristics, and experiences:

- A deep commitment to enhancing health equity for underrepresented communities.
- Master's degree in business administration, Accounting, or Finance required. CPA license preferred.
- Minimum of 10 years of progressive financial management experience required, with at least 5 years' experience in nonprofits.
- Seasoned leader with strong management acumen, with demonstrated ability to manage staff in a remote organization, direct external consultants and outsourced firms, and maintain relationships with executive leadership team.
- Strong process evaluation, improvement, and implementation experience; and change management capabilities.
- Dynamic organizational and analytical skills: the ability to multi-task and pay close attention to detail while assessing impact and growth.
- Strong interpersonal skills, integrity, and personal sense of accountability.
- Proficient in database and accounting computer application systems (ie Quickbooks Online, NetSuite) and experience in integrating IT/Systems to improve productivity and accuracy.
- Excellent written and oral communication skills; experience in effectively communicating key information both verbally and in writing to CEO, Board, peers, and direct reports.



Compensation & Benefits

Salary is based on a variety of factors including, but not limited to, skill set level and years of previous/applicable experience. Salary range for this role is between \$175,000- \$225,000, with a generous benefits package, which includes health, dental, vision, other ancillary benefits, and a retirement plan. Vacation, sick time, floating holidays, winter closure, and federal holidays are included in our time off offerings. This is a great opportunity to make a meaningful impact by supporting underrepresented minority students in healthcare.

How to Apply

[Maneva Group](#), a woman and minority owned national executive search firm that specializes in mission-driven searches, has been exclusively retained for this engagement. To express interest in this role, please submit your resume and cover letter to this [APPLICATION LINK](#).

All inquiries and discussions will be considered strictly confidential. This position is available immediately; we will accept and review new applications until filled.

