



Position Profile

Chief Finance and Administrative Officer Friends Committee on National Legislation

Washington, DC

The Friends Committee on National Legislation (FCNL) is seeking a dynamic, experienced person to lead the organization's growing financial, facilities, technology and administrative operations. The Chief Finance and Administrative Officer will have the opportunity to leverage the momentum from a successful capital campaign, program expansion, and facilities development for the current work and long term future of FCNL.

At a time when the country is becoming more and more polarized, this is an exciting opportunity to provide leadership to an organization that works to find common ground on vital issues of justice and peace. FCNL is an established Capitol Hill, non-partisan Quaker lobby in the public interest. We seek to live our values of integrity, simplicity, and peace as we build relationships across political divides to advance federal public policies.

The Organization

Concluding its 75th year, FCNL works for social and economic justice, peace, stewardship of the environment, and good government, bringing Quaker values to bear on national policy. FCNL draws on the expertise of registered lobbyists in Washington, DC, the commitment and passion of people around the country in our advocacy network, and the relationships we cultivate with elected officials and community leaders. We act in faith to create a world free from war, a society with equity and justice for all, a community where every person's potential may be fulfilled and an earth restored.

FCNL has played a pivotal role in some of our country's landmark legislation, including the creation of the Peace Corps, passage of the Americans with Disabilities Act, and the 2015 Iran nuclear deal. Our strength stems from the integrity of our positions, our effective non-partisan approach to lobbying, and our committed national grassroots network. FCNL witnesses from a basis of spiritual and ethical purpose and seeks to change government policy and practice for the better.

Headquartered on Capitol Hill in Washington, DC, FCNL is a 501(c)(4) non-profit lobbying organization with the companion FCNL Education Fund, a 501(c)(3) non-profit charitable corporation. Governed by a General Committee of 190 Quakers from across the country, FCNL and the FCNL Education Fund currently employ a staff of 50, with an annual budget of \$8.5 million. For additional information please visit our website at www.fcnl.org.

The Position

Reporting to the Executive Secretary, the Chief Finance and Administrative Officer is an integral member of the five-person executive leadership team that includes the chief officers for development, strategic advocacy and communications¹. The Chief Finance and Administrative Officer leads the six-person business operations team which currently includes the positions of

¹ FCNL's CEO has the title "Executive Secretary", and the chief officers of Development, Communications, Strategic Advocacy and Finance and Administration have the titles "Associate Executive Secretary." This is in keeping with Quaker governance practice.

Controller, Budget Analyst, Accountant, Database Manager, Office Coordinator/Receptionist, and Director of Operations and Administration. This team manages functions across four areas: finance, facilities, information technology, and general administration.

The Chief Finance and Administrative Officer oversees the organization's business operations functions and will provide expert leadership and strategic guidance to support key organizational decisions. S/he will advance the operational sustainability of the organization by developing, implementing and monitoring effective systems of financial and administrative control and decision-making. By leading operations, this position will play a critical role to empower FCNL to carry out its mission of advancing peace, justice, opportunity and environmental stewardship.

Key Priorities and Responsibilities

Working with the business operations staff and contractors, the Chief Finance and Administrative Officer will focus on the following priorities:

- Deeply understand and proactively sustain FCNL and the FCNL Education Fund's complex business structure and provide leadership across all business operations.
- Ensure accurate, timely, and responsive implementation of operations services and processes.
- Direct the following business operations:
 - Finance & Accounting
 - Facilities Management
 - Information Technology
 - Administration
- Coordinate with the Strategic Human Resources Director for effective operations of human resources functions.
- Serve as a strategic thought partner and collaborator with the Executive Secretary and the leadership team to consider and advance strategic priorities and develop financial models, forecasts, operations innovations, and implementation plans that support the on-going stability of the organization.
- Partner with the Chief Development Officer to strengthen financial management and reporting systems that support key fundraising efforts.
- Staff the Finance Committee that meets quarterly to set investment policies, establish the annual operating budget (for approval by the General Committee), and make recommendations to the Executive Committee.
- Interpret business operations information and communicate them effectively across the organization.

S/he will oversee and monitor specific responsibilities in the following areas:

Finance & Accounting

- Oversee management for all financial operations of FCNL and the FCNL Education Fund, including:
 - Budgeting (organization, department, and grant budgets)
 - Financial reporting & forecasting
 - Financial controls
 - Maintenance of records and associated functions
 - Fiduciary responsibility in managing irrevocable planned giving program
 - Charities registration and annuities licensing
 - Financial policies for endowments and investments

- Banking/investment arrangements
- Annual audit
- Compliance with federal, state, and local laws, regulations and practices
- Compliance with granting organizations
- Financial oversight of benefits administration
- Complete financial analyses, develop future forecasts, and recommend financial policy development.
- Supervise budget development, manage expenditures, and assist the Executive Secretary and AES leadership team in monitoring income and expenses to budgets.
- Collaborate with the Chief Development Officer and the Development team to ensure accurate and timely tracking and reporting for the annual fund, capital campaign, planned giving, and foundation grants.

Facilities

- Oversee facilities maintenance and management, including:
 - Management of FCNL's LEED certified office building
 - Management of the adjacent Quaker Welcome Center and residential building
 - Oversight of newly leased and renovated office space
- Oversight of organizational risk management and facilities' security.
- Negotiate vendor contracts for facilities maintenance and repairs.
- Compliance with municipal and neighborhood laws and regulations.

Information Technology (IT) & Data Administration

- Be a thought partner for IT, leading the integrated strategy across the organization.
- Oversee management of IT, including:
 - Cyber security
 - Technology platforms that support FCNL's current and future operations
 - Technology connectivity across two office locations
- Oversee current project assessing FCNL's IT future and organization-wide data integration.

Administration

- Oversee vendor contracts.
- Conduct risk assessment and mitigation, including administration of insurance.
- Manage operational policies, audits and procedures.

Experience and Attributes

Ideal candidates for this position will bring a variety of experiences and attributes to FCNL, including:

- 10+ years' progressive senior management experience in designing, implementing, and managing successful financial, operational, and facilities management systems.
- Strong nonprofit and business acumen; proven track record of operations advancement to achieve business results and drive organizational mission.
- Track record of success leading finance, facilities, information technology, data integration, risk mitigation/compliance, and administrative functions.
- Strong understanding of nonprofit financial management; experience in 501(c)(3) and 501(c)(4) desired.

- Experience in nonprofit financial budgeting, tracking, analyses, reporting, and forecasting for operating budgets as well as related to capital campaigns, planned giving, and foundation grants.
- Supervisory experience that includes team building, talent management, and leadership development.
- Collaborative and forward-thinking leadership style with exceptional management skills.
- Excellent communication skills – adept at analyzing and interpreting information as well as speaking, writing, and graphically conveying complex data to a range of audiences.
- Strategic thinker and excellent listener with a strong ability to build trust among a wide range of constituents.
- Comfortable working in an office environment that reflects the Quaker testimonies of peace, equality, simplicity, and truth; supportive of FCNL’s approach; comfortable working within the Quaker process.
- Bachelor’s degree required, degree in finance, business, nonprofit management or related field preferred.

FCNL uses Financial Edge, Raiser’s Edge, and Microsoft Office software. Competitive non-profit salary and generous benefit package, including health, disability, vision and dental insurance, paid holidays and vacation, medical, personal and other leave, and employer investment in a 401(k) plan.

Application Process

To apply, e-mail resume, cover letter and salary requirements to: FCNL@marcumllp.com (e-mail applications are required). Only complete applications will be considered. For other inquiries contact Adrienne O’Rourke at adrienne.orourke@marcumllp.com . Resume reviews begin immediately.

FCNL seeks to create a diverse workplace. They are actively soliciting applicants from all ethnic, racial and religious backgrounds.

About Raffa – Marcum’s Nonprofit and Social Sector Group

On behalf of FCNL, Raffa – Marcum’s Nonprofit and Social Sector Group is working with the leadership team to advance the search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies. We exist to do meaningful work for organizations like FCNL who are making a difference in our communities and our world.