



Chief Financial Officer CFO



Safer Foundation, in partnership with Carrington & Carrington, Ltd. Diversity Executive Search, aims to deliver talent and diversity to its workforce.

Prospectus 2023



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Introduction

At the very core of Safer Foundation is the belief in an unobstructed road to reentry. From the organization's start in 1972, the mission has been to pave that road with stabilizing support, employment, education, and advocacy that empower justice-involved individuals to achieve their true potential.

The Safer Foundation team knows opportunity is key—to empowering individuals, strengthening communities, and creating a better way forward for all. Clearing the landscape of systemic legal and societal hurdles is no small task, and one they have spent over half a century working toward.

Today, over 5,300 clients are served annually. Safer Foundation continues to impact change at the individual, community, state, and national-levels, and the track record has earned them recognition by Charity Navigator as an organization worthy of clients' and donors' trust and confidence. Above all, Safer Foundation remains focused on turning a vision into a reality: For every justice-involved person, family, and community to walk a clear path to an equitable future.

Services

Job Placement

Immediate Employment

- Transitional employment offers the unique opportunity to earn a wage while gaining skills that lead to self-sufficiency and success in the workplace.

Long-term Employment

- Long-term employment offers the opportunity to enjoy a fulfilling career with hands-on training and job placement assistance based on individual goals, interests, and skills.

Career Building

- Workforce development partners help to create opportunities for career advancement in high-paying occupations and industries.

Training and Education

Educational Services and Vocational Skills Training provide lessons and resources to upskill knowledge areas for individuals of all ages and groups.

Reentry Support and Wellness

Immediate Help, Legal Assistance, Housing Support, and Behavioral Health services provide support for successful reentry based on individual unique needs discovered in the client assessment process.

Safer Foundation offerings build a supportive network for the justice-involved to help individuals develop new strategies, resilience, and motivation when navigating the road ahead.



About the Role

POSITION DESCRIPTION

POSITION TITLE: Chief Financial Officer (CFO)

ORGANIZATION: Safer Foundation

LOCATION: Chicago, IL

REPORTS TO: President, CEO

SUMMARY: The Chief Financial Officer (CFO) is responsible for all budgeting, financial accounting, financial and asset controls, purchasing, collections, payables, investments, financial analysis, the financial aspects of business planning and a variety of administrative functions. The CFO assures that other managers and the Board of Safer have timely and accurate information with which to make decisions. Reporting directly to the President and CEO, the CFO is an integral part of Safer's senior management team and will be relied on to articulate and manage to the organization's desired culture. The CFO responsibilities extend to all subsidiaries and related entities of the Safer Foundation.

RESPONSIBILITIES:

Stakeholder Interface

- Set-up and/or oversee all financial and operational controls and metrics within the organization.
- Constructively connect Safer's mission with the Finance operation.
- Serve as an internal advocate on behalf of the President to communicate and implement updates in fiscal policies and procedures based on our Mission, Vision and Values.
- All information and data is not only timely and accurate, it also is accessible and useful. Recipients are trained to effectively utilize the information provided to them.
- Ensures Safer managers receive all data necessary for the annual planning process on time and in a manner and format that is understandable to them.
- Budget process is completed on time.
- Responsible for ensuring Finance Department can be relied upon to provide useful data, analysis, and interpretations with which to make decisions. The department is proactive in providing this data and analysis and responds promptly and accurately to requests for assistance for all managers and especially the President, CEO



- Accounting, financial and purchasing policies (such as those relating to allocations, financial and property controls, record keeping, etc.) are in place, appropriate and in accord with GAAP and Safer mission and policy.
- Treasury and capital financing functions are carried out in a way that yields the maximum benefit to Safer.
- The Finance department functions as a team. Staff members are assigned in a way that builds on the strengths of each individual.
- Finance plays an integral, proactive role in the business planning processes, including for new ventures, major changes, and program proposals.

Stakeholder Outreach and Recruitment

- Manage outside lending and equity relationships, as well as fiscal relationships with private and public funders, as appropriate.
- Take a hands-on role in pursuing growth and acquisition opportunities by being a key leader in establishing and implementing the organization's strategic growth vision.
- Office service functions are performed with the highest standards of customer service, both to internal and external customers.
- All Safer programs meet all applicable licensing, contractual, and regulatory standards related to the activities of the department.

Tracking, Document, and Reporting

- Accounting data entry is accurate. Financial statements are accurate and completed on time. They are accompanied by useful, accessible analysis.
- Regular management reports are produced on time. Among these are monthly reports that allow managers to track their performance versus budget. Finance also monitors performance and alerts line management to issues arising out of reports.
- Routine accounting and finance functions (including, but not limited to, payroll, payables, billing, contract financial reporting, collections, and cash management) are in accord with good practice and Safer policy and consistently operate in a way to maximize earnings (both earned revenue and portfolio income); enhance relationships with customers vendors and employees; and safeguard Safer assets.

Fiscal Reporting and Accountability

- Establish and maintain stable cash flow management policies and procedures and ensures cash resources are available for daily operations and business and product development.
- Analyze current and future business operations and plans to determine financial effectiveness.
- Contracts are administered according to the terms of the contract. Where discretion is possible the contracts will be administered with the Safer mission in mind



- Ensures auditors find no substantial problems during the annual audit. The audit is completed on time.
- The accounting and control functions are conducted in accord with GAAP and other applicable standards. Safer is in compliance with all applicable laws and regulations, including IRS requirements. Controls are adequate to protect the assets of Safer.
- All processes, procedures, reports, and other activities of the department are periodically reviewed for quality, relevance, and customer service; mutually critiqued; and appropriate changes made and coaching to employees provided.
- Each department activity is operating effectively, as measured by meeting objectives established in the annual planning process.

Supervision and Supervision of People

- Lead financial operations, including working capital, capital expenditures, debt levels, budget, and general accounting for and compliance with not-for-profit reporting requirements as well as ensure financial controls.
- All Safer managers receive timely suggestions for program and operational enhancements, based on data and the analysis of that data by Finance and based on observation of operations. Department staff members (especially the CFO) function as a channel of two-way communication between senior management (especially the President) and line managers and staff.
- Ensures purchasing activities are conducted with the highest standards of customer service, balanced with sound purchasing practices that minimize costs to Safer. The purchasing manager is proactive in suggesting alternatives to line managers. Necessary controls are in place but are imposed in a non-bureaucratic way that does not impede the work of line departments.
- Ensures the community corrections business offices perform at a high level of customer service, both to residents and IDOC. IDOC, ACA and other applicable standards are met. These units are audit ready at all times. Capacity is managed so as to maximize revenue.
- All department staff is operating with a high degree of autonomy and at a high-performance level. Each staff member clearly understands expectations. Goals and performance appraisals for each employee are in place and are completed on time.
- All department staff (and non-departmental employees who use or have input into department activities) receive required and desirable training, support, and supervision. Department staff members meet regularly to be informed of policy, procedures, and issues; to collectively discuss and problem solve; and to make recommendations to the CFO.
- Ensures the results expected of all finance department staff are being achieved.



REQUIREMENTS:

- Knowledge of all accounting techniques, standards, regulations and practices
- Solid working knowledge of the investment and capital resource community
- High knowledge level regarding taxation for both profit and not-for-profit organizations
- Understanding of all of the following and detailed knowledge in at least one of the following areas:
 - acquisitions
 - cash management
 - investments
 - start-ups
 - cost accounting
- Knowledge of fund accounting
- Ability to establish and maintain accountability standards, model and foster a respect for professionalism and facilitate professional development for staff
- Exceptional organizational and planning skills
- Ability to teach others about financial matters and convincing them to make solid decisions based on what the numbers say
- Ability to manage multiple functions/departments
- Ability to negotiate with a variety of internal and external constituencies and partners

EDUCATION:

- Bachelor's degree in accounting or finance is required
- MBA and/or CPA is strongly preferred
- 15 years of progressively responsible and relevant experience
- 7 years in an executive-level position having:
 - Produced useful and accessible financial analysis while successfully managing a financial operation.
 - Managed through others and possess an excellent record as a developer of people.
 - Excellent interpersonal, written communication, public speaking, and presentation skills
 - Served comfortably in the role of teacher and coach in group sessions.

LEADERSHIP COMPETENCIES:

- Achieving Results: Achieves quantitative and qualitative program/contractual/administrative/audit compliance/financial outcomes; Manages expenses within budget; Manages grants/contracts to budget.

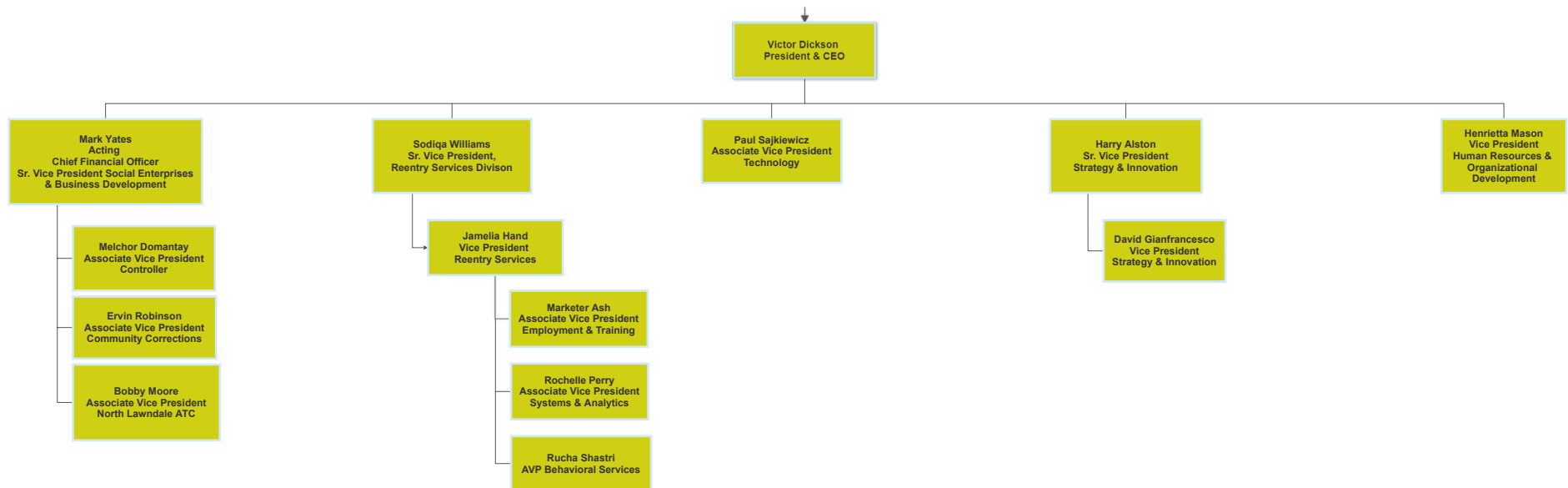


- **Analysis and Decision-Making:** Makes effective decisions and solves problems in complex or ambiguous situations by gathering, diagnosing, and judiciously analyzing the information about the situation and environment in order to identify and evaluate options and select the best course of action.
- **Leadership and Influence:** Inspires and influences by communicating a compelling vision of the future, conveying an executive presence, and being sufficiently agile and self-assured to lead others effectively. Conveys an understanding and acceptance of being a “representative of Safer”.
- **Relationships and Teaming:** Effectively builds relationships with individuals and teams across the organization by being inclusive, considerate, and responsive to the needs of others; by communicating effectively, collaborating with others, and sharing resources; and by being responsive to feedback. Emotional intelligence.
- **Responsibility and Achievement (Self-Management, Ethical Integrity, Core Values):** Demonstrates integrity and ethical behavior, initiative, commitment to excellence, core values of the Agency and effective self-management skills including responsibility, dependability, organizational skills, detail-orientation, and follow through.
- **Industry Vision and Business Acumen:** Stays abreast of industry knowledge. Develops professional capabilities. Identifies opportunities for future growth. Thinks and acts in an entrepreneurial manner.
- **Confronting Constructively:** Proactively addresses conflict and disagreement to productively resolve differences; Probes to understand issues underlying conflict; focuses on resolving conflict rather than assigning blame, helping other see the consequences of not resolving conflicts and persists until conflicts resolved.
- **Developing and Empowering of Others:** The ability to develop employees’ capabilities by sharing information, advice, and suggestions to help maximizes existing and developing skills. Recognizing and reinforcing people’s developmental efforts and improvements by coaching. Expresses confidence in others’ ability to be successful. develops necessary skills in employees. Regularly meets with employees to review their development progress.

CONTACT:

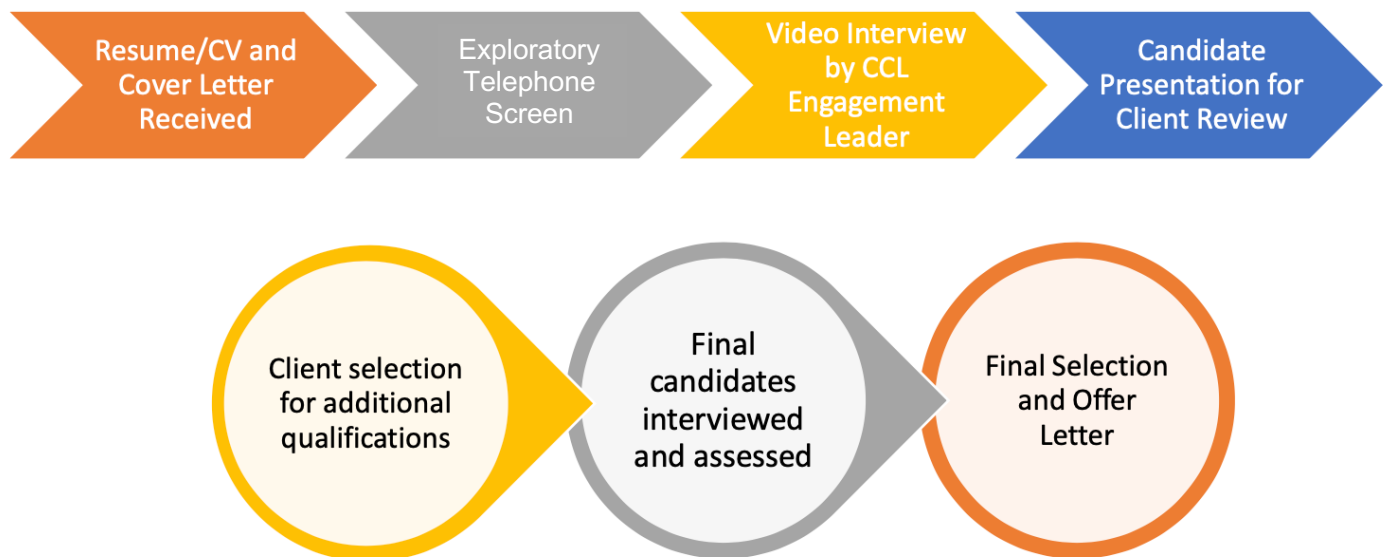
Qualified candidates expressing interest in the opportunity, please submit a resume/CV and cover letter with **Chief Financial Officer** in the subject line to wcarrington@carringtonandcarrington.com

Organizational Chart



The Candidate Process

Safer Foundation has retained Carrington & Carrington, Ltd. (CCL) to process, review, and evaluate all candidates for this role. The following chart indicates the candidate selection process.



- **Candidate Assessment Questionnaire** may be required prior to Client submittal. The assessment questionnaires consist of 5-10 questions. This is also an excellent way clarify your candidacy specific to the role as well as supplement our assessment to determine the right fit for this role.
- **Employment and Education verifications** are completed prior to Client submittal. Carrington & Carrington, Ltd uses a third-party service to conduct the verification service. All information provided is secured for privacy.
- **Reference Checks** are completed only if an offer letter is given.

Equal Employment Opportunity

Safer Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



Safer Foundation Locations

Safer Foundation operates in seven locations.

- Main Office - 571 W. Jackson Boulevard
- Community Office - 808 S. Kedzie Avenue
- Belmont Cragin - 6352 W. Grand Avenue
- South Holland - 249 W. 162nd Street
- Quad Cities - 1702 N. Main Street
- Crossroads Adult Transition Center - 3210 W. Arthington Street
- North Lawndale Adult Transition Center - 2839 W. Fillmore Street