



Chief Financial Officer

San Antonio, TX

www.mowsatx.org

ORGANIZATION

Founded in 1977, Meals on Wheels San Antonio is the premier organization serving older adults in the greater San Antonio area. The mission of Meals on Wheels is to promote the dignity and independence of seniors who need nutritious meals, companionship, and Alzheimer's care. It strives to eliminate hunger, alleviate isolation, and foster independence in partnership with volunteers and the community. Meals on Wheels and its team of 100+ is proud to be nourishing lives, enabling independence, and caring for San Antonio's seniors.

Meals on Wheels doubled in size in the last five years and now has a \$14 million annual operating budget. It expanded into seven additional counties during the pandemic and now serves almost two million meals annually throughout San Antonio and South-Central Texas. Through the Grace Place Alzheimer's dementia services, 555 seniors and caregivers are served annually. In addition to feeding humans, the organization also delivers over 35,000 pounds of pet food to 560 animals each year with AniMeals. Meals on Wheels has not missed a single day of service during the pandemic; the team is incredibly committed to their mission. In 2021, the organization earned the Top Workplaces honor by *San Antonio Express-News*.

Nothing is static at Meals on Wheels: A new state-of-the-art facility is currently under construction which will have an optimized production kitchen with plenty of both cold and dry storage, an efficient food preparation space, a dedicated volunteer training area, and an expanded Alzheimer's activity center. The six-acre property will enable Meals on Wheels to more than double the number of people served and allow it to expand its delivery territory. This \$23 million capital project is being funded with philanthropic and New Market Tax Credit dollars via the formation of a secondary nonprofit entity, MOWSA Real Estate.

POSITION

The Chief Financial Officer (CFO) reports to Chief Executive Officer, Vinsen Faris, and serves as a key member of the Executive Management Team. The successful candidate will provide leadership and comprehensive oversight, management, and supervision of Meals on Wheels financial and business planning functions. The CFO will leverage internal organizational processes and infrastructure to



facilitate Meals on Wheels growth and ability to fulfill its mission. S/he will be responsible for reporting on the operational efficiency of the organization as it builds capacity to support its growth goals. The CFO will direct, lead and mentor a growing finance team. S/he will also serve as a trusted business advisor to the Meals on Wheels leadership team.

Perhaps even more important than the technical skills the role requires, is the skill of leadership. Meals on Wheels next CFO should be energized to help bring the organization into its next phase of growth. The CFO should be a passionate supporter of the vision laid out by the CEO and Board of Trustees and should be invigorated by the opportunity to leave an even greater legacy of service to the people of San Antonio and South-Central Texas.

This is an excellent opportunity for an innovative and disciplined finance leader who brings a proven track record of creative problem-solving and strengthening infrastructure to work in a growing, mission-driven organization. The winning candidate should be a forward thinking, high energy, strategic partner to the CEO in the drive to build upon the 45-year legacy of Meals on Wheels San Antonio.

RESPONSIBILITIES

Strategic Guidance

- Provide guidance and leadership in the development of budgets and ensure consistency in all aspects of Meals on Wheels financial operations. Participate in key decisions as a member of the Executive Management Team.
- Provide advice on all operational and strategic issues; provide recommendations to the leadership on financial analysis and projections, cost identification and allocation, and revenue/expenses analysis.
- Help refine the business model, operating plan, and component budgets based on the business plan.
- Support planning initiatives through financial and management information analyses, reports, and recommendations.
- Work closely with other members of leadership in planning and budgeting for the health of the organization and to create the organizational and programmatic capacity for growth.
- Ensure strong fiduciary guidance and compliance with best practices.
- Maintain an atmosphere of mutual support and teamwork between the Finance Department and other departments.
- Evaluate and advise on the impact of long-range planning, introducing new programs/strategies and regulatory actions, as well as current business activities.
- Maintain strong relationships with the organization's senior executives to identify their finance needs and seek a full range of solutions.

Team Development

- Oversee and manage the work a growing finance team of eight.
- Promote a culture of high performance and continuous improvement across a cohesive team that values learning and collaboration.
- Promote continual improvement and transparency to support an effective work environment with a focus on customer service.
- Mentor and develop staff using a supportive and collaborative approach, ensuring that staff members receive timely and appropriate training, and have clear objectives and priorities.



Operational Support

- Effectively communicate and present critical financial information to the CEO and Board of Trustees and advise them on the state of the organization's financial health. Be forward thinking about maximizing opportunities and minimizing threats.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; oversee all financial, project, program, and grants accounting; ensure leadership receives the reports and information they need. Evaluate and modify financial programs and supporting systems as needed, with the goal of creating clear, accurate and timely forecasts and financial reports.
- Serve as the point of contact for the Finance Committee of the Board and be responsible for providing insight and analysis related to the financials monthly, as well as providing ad hoc reports based on the needs of the Finance Committee.
- Serve as the primary point of contact for the investment advisors.
- Coordinate and lead the annual audit process, liaise with external auditors and the Finance Committee of the Board of Trustees to continue to produce unqualified and timely audits; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO and executive leadership team; administer and review all financial plans and budgets; and monitor progress and changes while keeping the senior leadership team abreast of the organization's financial status.
- Oversee a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to, and that financial data and cash flows are steady and support operational requirements.
- Develop and oversee risk management programs to minimize risk and losses that might arise from business operations.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state, and local regulatory laws and rules for financial and tax reporting.
- Maintain alignment with nonprofit finance best practices and state and federal laws regarding nonprofit operations.

QUALIFICATIONS

- Passionate about Meals on Wheels mission with an energetic and positive approach.
- Bachelor's degree in Accounting, Finance, Business, or Economics required.
- Master's degree or CPA designation is a plus.
- 10 years of progressively responsible financial management experience.
- Keen analytic, organization and problem-solving skills to support and enable sound decision making; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Skilled in converting financial facts into a compelling story. Ability to explain financial data and complex financial concepts to individuals at all levels of the organization.
- Proven success in anticipating, developing, implementing, and monitoring infrastructure, systems policies, and procedures of a rapidly growing organization.
- Experience with non-profit financial management highly desirable.
- Exceptional managerial skills. Strong commitment to developing, recruiting, and retaining team members; the foresight and ability to delegate; ability to enhance the effectiveness of the organization. An accessible and flexible management style that inspires trust and confidence in staff to work hard and well together.
- Excellent leadership skills, with an ability to work with diverse groups of people in multiple locations.
- Confident enough to take input from others and strong enough to know when to hold steady.



- Extremely transparent and open communicator with clear and persuasive communication skills. Active listener who is highly collaborative and builds to consensus.
- In-depth knowledge of finance and accounting including GAAP and financial statement preparation.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and exercise sound judgement.
- Strong problem solving, analytical and creative skills and the ability to make decisions based on accurate and timely analysis.
- Mature and proactive.
- Humble and flexible.
- Ability to manage multiple projects with attention to detail and deadlines.
- Knowledge of Spanish is a plus.

APPLICATION PROCESS

All inquiries, nominations and applications should be directed to Cydnee Dubrof of The Dubrof Group, at cydnee@dubrof.org. Any communication with Meals on Wheels San Antonio will be directed to The Dubrof Group. Applications should include a letter of interest and a current resume in MS Word. Please indicate in your cover email where you learned about this opportunity. Please note that only those candidates invited for screening will be contacted. PLEASE - NO PHONE CALLS.

The Dubrof Group is committed to social justice and access to opportunity; we actively cultivate relationships with leaders with varied life experiences and the skills needed to lead strong, innovative organizations. The team is also committed to your privacy and to protecting your personal data. To view The Dubrof Group's privacy policy, please visit www.dubrof.com.

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