



PKD FOUNDATION

Polycystic kidney disease

**CHIEF FINANCIAL OFFICER
KANSAS CITY, MO / VIRTUAL
WWW.PKDCURE.ORG**

ORGANIZATION

The PKD Foundation has been dedicated since its founding in 1982 to supporting and improving the lives of patients impacted by polycystic kidney disease. These efforts are accomplished through promoting research to find treatments and a cure, as well as providing education, advocacy, and awareness on a national level. The Foundation provides direct services to local communities nationwide and is the largest private funder of PKD research.

Polycystic Kidney Disease (PKD) is a chronic, genetic disease, characterized by uncontrolled growth of cysts in the kidneys and other organs that can lead to kidney failure. As of today, there is no known cure and only one known treatment to slow the decline of the disease.

The PKD Foundation is the only organization in the United States solely dedicated to finding treatments and a cure for PKD. Its mission is to give hope. PKDF funds research, advocates for patients and build a community for all affected by polycystic kidney disease (PKD).

With an annual budget of \$10M, PKDF operates in three main areas:

- **Research** – PKDF funds basic and clinical research to increase understanding of the genetic and pathological processes involved in PKD and accelerating the development of strategies to improve PKD patient care.

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- **Advocacy** – PKDF raises awareness and advances legislation, regulation and federal funding opportunities that improve the lives of those in the PKD community.
- **Education** – PKDF empowers PKD patients and caregivers to manage PKD while maintaining a high quality of life by providing resources across the continuum of disease progression.

PKDF is proud of its ADPKD Centers of Excellence (COE) program that has increased the number of people who now have access to quality, holistic ADPKD care. In 2023, COE locations grew by 57% and the 2022 COE cohort saw 20% more patients with ADPKD than the prior year. COE partnerships also connected researchers and clinicians to accelerate PKD research and advance expertise.

The PKD Foundation recently forged a strategic relationship with the Federal Drug Administration to leverage expertise, resources, and networks for an ARPKD Externally-Led Patient-Focused Drug Development meeting. This meeting resulted in a [Voice of the Patient](#) report that will be used by researchers to ensure the patient's lived experience is at the forefront of drug development.

POSITION

Reporting to the Chief Executive Officer (CEO) Susan Bushnell, the Chief Financial Officer (CFO) will be a key member of the Executive Leadership Team. S/he will initially be an individual contributor overseeing the outsourced financial operations. S/he will be charged with growing a team to support the financial and reporting needs of PKDF. Additionally, the CFO will serve as a thought partner to the CEO, particularly in strategic planning and forecasting. The CFO should be an open communicator who will train the staff on best practices in budgeting and planning.

The successful candidate will provide leadership and comprehensive oversight, management, and supervision of PKDF's financial functions. The CFO will leverage or design internal financial processes and infrastructure to facilitate PKDF's growth and ability to fulfill its mission. S/he will be responsible for financial management and strategy of the organization as it builds capacity to support its growth goals. The CFO will analyze the policies for use of and contribution to the \$24M endowment.

The CFO should be a leader energized to bring the foundation into its next phase of professionalization. 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 42-year legacy of PKDF.



This role will be virtual and the CFO would be expected to travel to 4-6 times per year for business, board and staff meetings.

RESPONSIBILITIES

Strategic Guidance

- Serve as a thought partner to the CEO on daily and long-range issues.
- Provide guidance and leadership in the development of budgets and ensure consistency in all aspects of financial operations. Participate in key decisions as a member of the Executive Leadership Team.
- Provide advice on strategic issues; provide recommendations to the leadership on financial analysis and projections, cost identification and allocation, and revenue/expenses analysis and risk management.
- Help refine the business model, operating plan, and component budgets based on the business plan.
- Support planning initiatives through financial 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.
- 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 senior executives to identify their finance needs and seek a full range of solutions.
- With the board and CEO, develop policies to enhance and clarify the utilization and the contribution to the endowment fund.

Finance Operations

- Effectively communicate and present critical financial information to the CEO and Board of Directors 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 Financial Oversight and Investment Committee (FOIC) 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 FOIC.
- Serve as the primary point of contact for the investment advisors.
- Coordinate and lead the annual audit process, liaise with external auditors and the FOIC 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.
- Develop financial models for program and fundraising operations.
- Oversee outsourced accounting provider.
- Develop and oversee risk management programs to minimize risk and losses that might arise from business operations.
- 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.

Team Development and Leadership

- Promote a culture of high-performance and continuous improvement that values learning and collaboration.
- Increase transparency to develop an inclusive culture enabling all staff to understand the financial impact of their work.
- Develop financial skills, particularly around budgeting, of staff using a supportive and collaborative approach.

QUALIFICATIONS

- Passion for PKDF's mission.
- Bachelor's degree in Accounting, Finance, Business, or Economics required.
- MBA or CPA is a plus.
- 10 years of progressively responsible nonprofit financial management experience.



- Keen analytic, organization and problem-solving skills to support and enable sound decision making; demonstrated resourcefulness in setting priorities, guiding investment in people and systems and mitigating risk.
- Skilled in financial modeling and 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.
- 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 virtually with 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 consensus. Able to inspire and unify stakeholders with competing interests.
- In-depth knowledge of nonprofit finance and accounting including GAAP and financial statement preparation.
- Ability to manage multiple projects with attention to detail and deadlines.
- Charismatic, front-facing leader with an energetic and positive approach. A visionary leader who is driven to build a model that works on a national footprint.
- Excellent computer skills with strong knowledge of Microsoft Office programs. Ideally has experience with Classy and Salesforce.

COMPENSATION

- We are budgeting a cash salary of \$200,000 plus benefits including 30 days Paid Time Off, fully covered medical (select plans), dental and vision, 12% employer contribution to 401(k) contributions and an HSA (with select plans).
- We are budgeting a cash salary of \$200,000 and a generous Executive Benefits Package.

APPLICATION PROCESS

All inquiries, nominations and applications should be directed to Karen DeMay of The Dubrof Group, at karen@dubrof.com. Any communication with PKD Foundation will be forwarded 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.



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