



**Habitat**  
**for Humanity**<sup>®</sup>  
of Greater Charlottesville

**Chief Financial Officer**  
**Charlottesville, VA**

**DRi Waterstone**  
HUMAN CAPITAL

Search conducted by DRiWaterstone Human Capital  
[www.driwaterstonehc.com](http://www.driwaterstonehc.com)



## INVESTING IN THE POWER OF HOPE

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting edge, national-leader non-profit housing and community development organization creating simple, decent, affordable homes and neighborhoods in partnership with low-income families, volunteers, and the communities of the Greater Charlottesville region. Home construction capacity is multiplied by a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty worldwide. Habitat Charlottesville is the most productive affiliate per service area size in the global network. This year, the affiliate is working on a record 75 new homes and has an annual budget of just over \$30M.

In 2013, Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat is in the process of redeveloping without displacement the 130 acre Southwood Mobile Home Park as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and one of the nation's most ambitious redevelopment opportunities. When complete, the redeveloped Southwood will be a roughly 1,200 unit mixed-income community with a neighborhood commercial center of resident-owned businesses. Direct investment in Southwood redevelopment will exceed \$500M. Critically, Habitat has worked with the community for years to prepare residents to take the lead in all elements of planning for redevelopment. For this work, Habitat was honored at the Governor's Housing Conference as this year's recipient of the Community Engagement and Inclusive Communities award.

In addition to its precedent-setting work in mobile home redevelopment, Habitat is a national pioneer in mixed-income community development. To date, Habitat has worked in 13 mixed income neighborhoods and has built and sold roughly 300 homes.

Habitat's current five-year strategic plan concentrates activities into three areas: Building, Rebuilding, and Housing System Development. This ambitious plan aims to create thousands of local housing opportunities while developing partnerships, policy, and programs to advance the housing sector locally and nationally.



In 2023, Habitat for Humanity of Greater Charlottesville received an impactful gift from writer and philanthropist Mackenzie Scott. Click the image to learn more.

## BUILDING

Habitat's primary goal in the first realm is to build and/or renovate and sell 40+ homes each year in the Greater Charlottesville region. In this area, much of the focus is on increasing the capacity of long-time low-income residents to stand on their own. In exchange for Partner Families' "sweat equity," Habitat sells homes at no profit and originates 0% loans so that families earning between 25% and 60% of area's median income can become homeowners.

## REBUILDING

In this realm, Habitat is focusing on the holistic transformation of the Southwood Mobile Home Park into a sustainable 1,200+/- unit that is mixed income, mixed use community, and anchored by a core, commercial downtown of resident-incubated and owned businesses without resident displacement. Habitat is also strategically investing in affordable homeownership in other key neighborhoods in the region and utilizing home repair as a force multiplier for community improvement.

## HOUSING SYSTEM DEVELOPMENT

In addition to building and rebuilding activities, Habitat seeks to change the conditions that contribute to housing poverty by working strategically and in coalitions to catalyze greater sector coordination, advocacy, and marketplace innovation so that everyone in the region can find a pathway to safe, decent, affordable housing.

# THE OPPORTUNITY

The role of the Chief Financial Officer (CFO) can be separated into two primary categories: Financial Leadership, Management and Reporting; and Business Strategy. The CFO is the primary manager of an annual \$30M budget which funds the construction of 40+ homes per year and a key strategic thinker in the organization's C suite.

Reporting to the President/CEO (CEO) and serving as the primary staff advisor to the CEO on business activity, the CFO implements the infrastructure and systems needed to support strategic objectives. The CFO is the primary liaison to the Finance Committee (FC) of the Board of Directors and works with the CEO and the FC to strengthen Habitat's long-term financial position, to facilitate growth and to ensure transparent and efficient fiscal management. Specific responsibilities include:

## **Financial Management**

- ❖ Work with CEO, Treasurer and FC to prepare and manage annual budgets.
- ❖ Coordinate all audit activities.
- ❖ Prepare, monitor and interpret short- and long-term cash flow forecasts. Predict future trends through the maintenance and interpretation of a long-term financial forecast model currently in place.
- ❖ Participate in formation of strategic and long-term business plans including research and reporting on factors influencing business performance.
- ❖ Conduct reviews and evaluations for cost-reduction opportunities.
- ❖ Conduct reviews of existing internal policies and procedures regarding financial statement processing, document retention and security of confidential financial information.
- ❖ Update and oversee system of internal controls and reporting to better integrate financial data and processes affiliate-wide.
- ❖ Manage financial accounting, systems monitoring and reporting. Oversee generation and update of detailed financial reports monthly, quarterly – and at the Board and or CEO's request.
- ❖ Cultivate external relationships with appropriate contacts: auditors, lawyers, bankers and statutory organizations such as the Internal Revenue Service.
- ❖ Participate in cultivation of new sources of finance.
- ❖ Keep up to date on changes in financial regulations and legislation.
- ❖ Manage Finance Director who oversees HR, payroll, banking, billing, invoice payment, insurance and record-keeping activities.
- ❖ Staff Finance Committee.
- ❖ Attend Executive Committee and Board meetings when directed by CEO.
- ❖ Work with Chief Operating Officer (COO) and Director of Construction to accurately estimate, track and control building costs, including relevant overhead.
- ❖ Work with COO and Store Operations Manager on strategic planning, budgeting and financial data management.

## THE OPPORTUNITY (cont.)

- ❖ Oversee financial elements of trailer park operations, including systems for rent collection and tracking, lease agreements, accounts payable, etc.
- ❖ Work with COO and Southwood Property Manager on financial data management and processes .
- ❖ Understand the financial aspects of the land development operation, to include maintenance of bonding company relationships, consulting with staff on market rate builder contracts as well as contracts for the execution of lot creation in new developments. Handle the sale of these company assets with our lawyers and banking relationships.

### **Business**

- ❖ Help HFHGC maintain a working relationship and develop additional relationships with banks and other financial institutions with the aim of securing the funds necessary for the operations and growth of HFHGC.
- ❖ Manage the sale of mortgages from the affiliate's mortgage portfolio. Create a forward commitment with financial partners to insure consistent flow of funds from one fiscal year to the next.
- ❖ Collaborate with CEO and Board on business opportunities, transactions and negotiations.
- ❖ Register and maintain appropriate corporate documents and licensing for affiliated entities.
- ❖ Provide leadership and organization to the loan origination and home closing operations of the affiliate.
- ❖ Work with specialists in the field to design an IT plan for the future and implement it to meet IT needs (hardware and software) as organization grows.



## THE CANDIDATE

The ideal candidate is a seasoned finance professional and/or CPA with unquestioned integrity and foresight as it relates to the financial health of organizations and institutions. Their record of achievement should reflect an exceptional commitment to best-in-practice accounting, operations, and due-diligence practices. They should also possess outstanding communications skills, honesty, and acute attention to detail. Key qualifications include:

- ❖ Experience in public accounting and/or professional business management, ideally in the non-profit and/or housing sector.
- ❖ CPA or Master's Degree in one or more relevant fields (Business Administration, Accounting, Finance, Economics, etc.) preferred.
- ❖ Strategic thinker with Excellent communications skills; ability to clearly articulate financial information to staff, board, etc.
- ❖ Detail-oriented owner of fiscal operations who demonstrates the ability to manage financial operations of complex for-profit or non-profit business.
- ❖ Broad understanding of business, with experience in preparing for and facilitating expected growth of entrepreneurial organization.
- ❖ General knowledge of financial markets with an ability to understand future trends and their affect on the fiscal operations of the affiliate.
- ❖ Strong accounting skills, including budget preparation and management, payroll oversight, bill paying, cash flow analysis, etc.
- ❖ Knowledge of IRS and other regulatory standards for document generation and storage.
- ❖ Command knowledge of Information Technology software.
- ❖ Ability to supervise and direct staff.
- ❖ Ability to work effectively and compassionately with low-income residents.
- ❖ Flexibility to work occasional nights and weekends



# Habitat for Humanity<sup>®</sup> of Greater Charlottesville

To learn more and to submit an application, please visit <https://driwaterstonehc.com/position/habitat-charlottesville-cfo/>

All first-round interviews for this position will take place via video conference with DRiWaterstone Human Capital.

DRiWaterstone is an executive search firm that recruits senior leaders for non-profit and social enterprise organizations.

Habitat provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, 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.

Habitat for Humanity International and its affiliated organizations will not proselytize, nor will Habitat for Humanity work with entities or individuals who insist on proselytizing as part of their work with Habitat for Humanity. This means that Habitat for Humanity will not offer assistance on the expressed or implied condition that people must (i) adhere to or convert to a particular faith or (ii) listen and respond to messaging designed to induce conversion to a particular faith.