EXECUTIVE SEARCH FOR

Chief Finance & Administration Officer (CFAO)

for Internews
We are agile. We listen. We tackle the most pressing issues. We build lasting partnerships.
Purpose, Mission, Vision, Values

The rapid evolution of technology provides access to information for more people than ever before, but this expansion has challenges as well: the dangerous rise of disinformation; new, more invasive government surveillance and censorship; malign actors intervening in the global information space; digital and physical insecurity of journalists and storytellers; and the disintegration of the market for local news. Since our beginning, Internews has envisioned and worked toward building a world in which all people could seek, receive, and impart credible information. There is no simple solution to today’s challenges, but we do know that every human, in every country, will need access to — and the ability to discern — good, credible information to navigate the seismic shifts that are confronting our world. We have the depth and breadth of experience to tackle these challenges.

Internews, born in the midst of the Cold War and the formidable information challenges it wrought, has seen hope and progress thrive when people are able to share their own stories. From our early days of satellite Space Bridges connecting citizens of the Soviet Union with people in the United States in live conversations to the magic of the first locally-produced radio broadcasts in communities across Afghanistan and South Sudan, to the mobilization on social media of millions of people around the world — we know the power of information to be a force for good.

Information is as critical as the air we breathe. Without information, people can neither understand nor effectively respond to the events that shape their world. With the right, trustworthy information, people can make better decisions about the health and welfare of their families, participate in their communities, and hold their governments to account. Healthy information environments are defined by the presence of good, accurate, evidence-based information — information that everyone can access safely, that consumers know how to critically assess, and that is valued by communities and sustained by business models that work. In healthy information environments, governments and businesses are accountable for keeping it that way.

At Internews, we work to ensure that the free flow of trusted information empowers people to make informed decisions about their lives and their futures.
We are agile.
One of Internews’ greatest strengths is our ability to work where freedom of expression is most threatened and where information is most urgently needed. From remote regions across Afghanistan to communities devastated by earthquakes and tsunamis to some of the most heavily censored countries in the world, our agility is our strength.

We listen.
We design and implement our programs through deep engagement with local communities. All our work starts with listening to the communities we are trying to serve and designing projects that respond directly to their expressed needs and preferred delivery mechanisms.

We tackle the most pressing issues.
We bring information solutions to the world’s most pressing issues. As the world increasingly confronts acute crises and complex, long-term development and humanitarian challenges, a common denominator remains: accurate, evidence-based information empowers people to have a voice in the decisions that affect them. This is true across issues related to climate and environmental crises, conflicts, public health epidemics, natural disasters, forced migration, and severe economic inequality.

We build lasting partnerships.
Internews builds long-term partnerships that strengthen and promote local organizations. Our local partners lead and maintain ownership of the work we do together. Our alliances deliver results.
Program Reach & Impact

Internews has a long history of innovation in building healthy information environments. We are proud to be a high-performing organization with solid operations and programs. We have developed a decentralized and entrepreneurial model that supports deeply local approaches as the drivers for the relevance, impact, and sustainability of our programs in the communities in which we work.

Internews works across a wide range of issues ideally to get the most information to those marginalized and disadvantaged. From fighting propaganda and corruption to combatting extremism, from protecting a free and open internet to media and data literacy, from strengthening governance and health systems to supporting local media. Areas include:

- **Conflict Resolution.** Ensuring quality information access and responsible journalism supports peacebuilding and helps communities come to terms with the aftermath of conflict.
- **Humanitarian Emergencies.** Providing life-saving information services and communication channels so communities affected by disasters can have their voices heard and hold aid-providers to account.
- **Environmental Information.** Supporting global media networks and enabling journalists to cover science, data, and the environment more effectively.
- **Internet Freedom Building.** Enhancing and advocating for a globally open Internet.
- **Governance and Transparency.** Advancing the free flow of news and information to foster good governance, especially in fragile democracies.
- **Women and Youth Voices.** Advancing the leadership of women and youth in their communities through technology and media.
Where We Work

For nearly 40 years and in more than 100 countries, we have worked with local partners to build hundreds of sustainable organizations, strengthened the capacity of thousands of media professionals, human rights activists, and information entrepreneurs, and reached millions of people with quality, local information, improving lives and building lasting change.

We work where we are needed the most in order to reach the most vulnerable and excluded communities in order to ensure there is a free flow of trusted information. We’re active in the following regions: Sub-Saharan Africa, the Americas, Asia, Europe & Eurasia, the Middle East, and North Africa.

Financials

IUS – Internews US [USD]

2019 Revenue - $67.2 m
2020 Forecasted Revenue - $71 m
2021 Forecasted Revenue - $90 m

IEU – Internews Europe [USD]

2019 Revenue - $16.5 m
2020 Forecasted Revenue - $18 m
2021 Forecasted Revenue - $20 m
THE OPPORTUNITY

The Chief Finance & Administrative Officer (CFAO) is responsible for directing the fiscal and operational functions of Internews in accordance with generally accepted accounting principles and agency regulations, general business practices, and best practices for international non-profits. A fundamental responsibility of the CFAO will be to provide strategy, leadership, and guidance on the process re-engineering and operational integration of the administrative and business operations of the HHQ offices of Internews US (IUS) and Internews Europe (IEU) in order to optimize our organizational efficiency and effectiveness.

Reporting relationships: The CFAO will oversee a high-functioning team of Vice Presidents and Senior Directors in business administration departments and is responsible for helping to craft the overall vision for the business operations strategy at Internews. This position serves on the senior leadership team of five and is a key decision-maker on organizational direction; they are supervised by the IUS President and have a dual reporting relationship to the CEOs of both IUS and IEU.

Brief Summary

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Key Qualities

- The ability to design business operations for a complex organization with a user-centric focus that emphasizes administrative ease
- Listens well and communicates clearly
- Deep understanding of and ability to build trans-Atlantic organizational structures, systems and processes
- An open-minded, flexible, and creative approach to problem-solving with a mission-focus
- Broad range of experience, preferably in the non-profit sector
KEY RESPONSIBILITIES

Strategic Vision for Business Operations:
• Is responsible for developing organizational objectives, structures, processes, and operations;
• Supports the development of strategy and goals for the business operations teams and provides resources to meet those goals;
• Leads, counsels, and directs the business operations department heads, assuming the role of a mentor and coach in supporting the ongoing development of key senior leaders on business operations teams;
• Develops business operations priorities and initiatives and manages all resources required for business and administrative functions;
• Guides a high-functioning team in their running of overall business operations of the organization, including Finance and Accounting, Information Technology, Human Resources, Budgeting and Planning, and Grants and Contracts;
• Holds decision-making authority regarding the implementation and interpretation of business operations policies;
• Evaluates business operations’ departmental approach and performance.

Organizational Integration and Alignment:
• Provides expertise, guidance, direction, and oversight of the integration of the Internews’ HQ business functions including accounting, IT, finance, grants and contracts, and HR, including design and structure of an integrated ERP system;
• Supports the Internews US CEO and Internews Europe CEO in developing the business plan and HQ organizational budget;
• Manages the legal relationships and agreements associated with the Internews Alliance;
• Holds lead responsibility for re-engineering of Internews’ business operations and administrative functions such as accounting, IT, finance, grants and contracts, and HR;
• Ensures that all team members are looking for ways to systematize the business to increase efficiency, equity, and administrative ease and effectiveness.

Special and Strategic Projects:
• Leads strategic, multi-departmental initiatives designed to improve the operations of the organization;
• Leads all acquisition and management of capital for the organization.

Risk Analysis and Management:
• Holds highest level of responsibility for the organization’s risk analysis and management functions;
• Guides and advises the CEOs on organizational approach to legal issues;
• Acts as a key member of the ethics committee.

Corporate Treasurer / Financial Oversight:
• Provides leadership, vision, and guidance on all financial and budgetary issues, decision-making, and reporting for the US Board of Directors;
• As Corporate Treasurer, represents all financial and operational issues to the US board;
• Manages the Finance Committee and Audit Committees of the board;
• Participates in Internews Europe board meetings as needed;
• Provides substantial professional expertise and control relative to the anticipation of potential revenue enhancements or threats, optimization of investments and other assets, program or overall financial viability, operations analysis, and financial control systems;
• Provides timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the Internews US CEO, the Internews Europe CEO, the US board and the Europe trustees, and other senior management in performing their responsibilities.
The ideal candidate will have the following professional and personal skills, competencies, and characteristics:

- Requisite experience in financial management, business operations oversight, and people management;
- Proven financial reporting capabilities and experience;
- Understanding of finance and accounting practices in both US and UK contexts;
- Experience implementing and optimizing Enterprise Resource Planning (ERP) platforms;
- Strong people/team management skills, with a focus on enabling optimal productivity;
- Proven focus on consensus-building approaches to project management;
- Previous business integration and change management experience (such as of a merger) at a senior level;
- Previous experience working in multi-office environments, preferably across multiple time zones and jurisdictions;
- Demonstrated commitment and track record of creating work environments of belonging, dignity, and justice;
- Experience working with an international non-profit preferred;

- Ability to travel domestically and internationally on a regular basis, up to 25% of the time;
- Experience working with USG grant/contract regulations: A-110, A-122; A-133 a plus;
- Strong written and verbal communication skills.

Other Notes:
- During the pandemic, Internews headquarters’ offices are operating in a fully remote status until at least the end of 2020.

Location:
- Flexible. However, the preferred location for this role is Washington DC, or alternatively somewhere else on the East Coast of the US. Open to a London or globally based position; however, the team is in California, so the successful candidate will need to adjust work hours to significantly overlap with the Finance/Operations team.

Qualifications:
- A bachelor’s degree is required; an advanced degree in a related field is preferred;
- 10-15 years of experience in financial and/or administrative management across a range of business disciplines or functions;
- Experience in mergers or integration of international operations is crucial.
EXPRESSION OF INTEREST

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been engaged by Internews to advise in this hire. Leading the search is Nicole Kamaleson, Managing Director of Global Practice and Sarah Avendaño, consultant. Please submit a compelling Cover letter and CV/resume here.

Completed applications will only be considered and will include:

- Cover letter - expressing our suitability, experience in directing fiscal and operational functions (per the details above) interest, and personal motivation for this role
- CV/Resume – your professional chronological journey highlighting your key outcomes

Internews is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.

All inquiries will be considered and kept strictly confidential. The deadline for applications is: December 1st 2020.

About Koya Leadership Partners

Koya Leadership Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Koya is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

For more information about Koya Leadership Partners, visit www.koyapartners.com.