POSITION PROFILE

Chief Financial Officer
Center for International Environmental Law (CIEL)
Washington, DC
Since 1989, the Center for International Environmental Law (CIEL) has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL seeks a world where the law reflects the interconnection between humans and the environment, respects the limits of the planet, protects the dignity and equality of each person, and encourages all of earth’s inhabitants to live in balance with each other. CIEL pursues its mission through legal research and advocacy, education, and training, with a focus on connecting global challenges to the experiences of communities on the ground. In the process, they build and maintain lasting partnerships with communities and nonprofit organizations around the world.

CIEL uses four cross-cutting legal levers for systemic change:

Promoting Environmental Democracy

The principles of environmental democracy – the rights to information, public participation, and justice – ensure that people have a meaningful say in decisions that affect them and effective ways to protect their rights.

Counter-balancing Corporate Power

The tools available to seek justice for the harms caused by corporate activities remain limited, slow, and difficult to access. By counterbalancing corporate power and finding new ways to hold corporations accountable, we can change the incentives that lead to bad behavior and move us toward a more just and sustainable society.

Ensuring Finance Serves People and the Planet

By confronting problems at their financial source, we can address those threats more rapidly than through policy alone. Following the money and redirecting it away from harmful investments and towards more positive outcomes for all is a critical way to affect change on a broad scale.
Strengthening International Environmental and Human Rights Law

The effectiveness of international law as a tool for change is increasingly challenged by major geopolitical shifts, the growing power of non-State actors, political backsliding within the United States and elsewhere, and reliance on voluntary approaches to address international problems. To respond to these challenges and ensure that international law remains a vital (and viable) tool in addressing them, we must ensure that the law is effective – that it responds to existing needs, continually adapts to changing realities, and, above all, leads to real changes in policy, human behavior, and environmental outcomes.

LEARN MORE:
www.ciel.org
THE OPPORTUNITY

The Chief Financial Officer (CFO) is responsible for the management of all accounting and financial matters of the organization with a current annual budget of approximately USD 5.5 million. The CFO is an experienced executive who can adapt to and innovate upon the functions, systems, and processes that enable CIEL to operate seamlessly in a period of rapid growth. Together with the President and Vice President, the CFO is an integral member of CIEL’s senior leadership team and brings a global lens to the financial needs of the organization.

The CFO is responsible for keeping the President updated regarding the financial condition of the organization, informed in a timely manner of any pending problems, and for taking whatever actions are necessary and consistent with the authority granted by the Board of Trustees to ensure the financial security and integrity of the organization. In addition to ensuring the day-to-day financial health and operations of the organization, they provide financial projections and planning to ensure CIEL has sufficient resources and capacity to achieve growth aligned with its strategic plan. The CFO reports directly to the President and works with the Audit and Finance Committees of the Board of Trustees. They must be committed to driving justice, equity, diversity, and inclusion (JEDI) within decision-making across the organization.

Strategic Leadership

- Partner with the President, Vice President, and Board to establish financial targets, ensuring long-term financial health and stability
- Provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Participate in the ongoing strategic planning process as a member of the senior leadership team
- Engage the Board Audit and Finance Committees around issues, trends, and changes in the operating model and operational delivery
- Support the team internally and oversee CIEL’s Administrator and Accountant
THE OPPORTUNITY

Financial and Operational Management

- Oversee budgeting, and the implementation of budgets, to monitor progress and present operational metrics both internally and externally
- Maintain financial record and accounting systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds
- Manage cash flow and forecasting; direct all financial, project-based, departmental accounting, and coordinate all audit activities
- Ensure compliance with applicable legal and financial requirements and registrations under US (state and federal) and Swiss law
- Manage real assets and other organizational property, and core organizational services, including relevant procurement processes, oversee investments, and manage leases and rent
- Evaluate and, where necessary, improve core financial software systems, accounting processes, IT systems, and related workflows
- Monitor regulatory requirements of CIEL’s contractual obligations, including issues related to lobbying, 501(c)(3) regulations, government contract management, and personnel issues such as employee hiring (domestically and globally)
THE OPPORTUNITY

Accounting and Administration

- Oversee accounting to ensure proper maintenance of all accounting systems and function; supervise CIEL’s Administrator and Accountant
- Ensure maintenance of appropriate internal controls and financial procedures
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and CIEL’s Board; oversee the preparation and communication of monthly and annual financial statements
- Coordinate audits and proper filing of tax returns
CANDIDATE PROFILE

The CFO should be adept at gathering and evaluating financial data and making actionable recommendations to senior leadership on a national and global scale.

The CFO will ideally have experience managing finance for a multi-faceted nonprofit operating in an international context.

While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes:

• Experience leading a finance function within a nonprofit operating internationally with varied funding sources, including individual, government, and institutional funding, both restricted and unrestricted, is strongly preferred

• A strategic creative finance leader with the tactical ability to “deep dive” into the details with a comprehensive knowledge of accounting, financial reporting, and analysis, and transition seamlessly between the “big picture” and minutiae

• Dedicated experience operationalizing equity and inclusion

• Good business judgment, great capacity for flexibility and adaptability to shifting priorities or needs, and sound, influential decision-making abilities

• Experience leading nonprofit finance and administrative operations, including budget management, financial reporting and scenario planning, and ideally experience managing and/or working closely with grants management teams

• Deep knowledge and experience in nonprofits in the US and globally

• Strong experience in providing evaluation, insight, and analysis to support financial and business decisions

• Curiosity and drive to anticipate changes in the business environment, proactively manage change, and stay ahead of trends in order to identify new and unique opportunities to serve CIEL’s mission

• A coaching orientation to effectively translate complex financial pieces to non-financial leaders across the organization

• Strong computer skills and technology literacy, including database management, and financial modeling and reporting systems

• Excellent business acumen with the ability to comprehend programmatic activities

• Commitment to CIEL’s mission and vision, as well as the values and practice of justice, equity, diversity, and inclusion

• Bachelor of Science in Business Administration (BSBA), with a concentration/major in Accounting; CPA and/or MBA preferred or related field
COMPENSATION & BENEFITS

CIEL offers a competitive salary with a midpoint of $150K annually. In addition, CIEL offers an excellent benefits package, including employer-paid medical, dental, vision, and a 403(b)-retirement savings plan with an employer contribution of 5% gross monthly salary.
Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Turner Delano of Koya Partners has been exclusively retained for this search. To express interest in this role please submit your materials here. All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

For 30 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL’s dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet. CIEL is an equal opportunity employer, actively committed to the principles of multiculturalism, equal employment opportunity, and to building an organization that is as diverse as the communities we serve around the world. CIEL encourages applications from all qualified individuals without regard to race, color, national origin, age, sex, sexual orientation, gender identity or expression, family responsibilities, religion, disability, or veteran status.

About Koya Partners

Koya Partners, a part of 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.

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