

**CFP BOARD**

**CERTIFIED FINANCIAL PLANNER  
BOARD OF STANDARDS, INC.**

**CHIEF FINANCIAL OFFICER**

## **ABOUT CFP BOARD**

Certified Financial Planner Board of Standards, Inc. is the professional body for personal financial planners in the U.S. CFP Board sets standards for financial planning and administers the prestigious CFP® certification — one of the most respected certifications in financial services — so that the public has access to and benefits from competent and ethical financial planning. CFP Board, along with its Center for Financial Planning, is committed to increasing the public's awareness of CFP® certification and access to a diverse, ethical and competent financial planning workforce. Widely recognized by firms and consumer groups as the standard for financial planning, CFP® certification is held by over 90,000 people in the United States.

## **GENERAL FUNCTION**

Leads all financial activities of CFP Board, including finance, accounting, budgeting, enterprise risk management and information technology (IT). Serves as key business partner to the Chief Executive Office and staff liaison to Board Committees overseeing finance, investment, audit, and risk. Collaborates closely with the COO and other members of the Executive team to facilitate organizational success and revenue growth. Leads the organization's enterprise risk management program. Directs Information Technology to ensure the IT strategy meets the organization's needs in a timely way, delivers optimal return on investment and maintains utmost security. Leads facilities management.

This position normally operates in a professional office environment based in Washington, D.C. CFP Board is currently working remotely due to the COVID-19 pandemic, but expects to eventually return to the office in-person three days per week, and two days remote.

## **ESSENTIAL FUNCTIONS**

### **Organizational Leadership and Strategy**

- Serves as internal consultant to the CEO, COO, Board, Director of Development, Director of Human Resources and other key stakeholders on all financial matters, making recommendations and suggesting pro-active strategies to support organizational growth;
- Serves as fiscal enterprise liaison to all volunteer leaders;
- Reviews short- and long-term goals in light of existing and projected financial resources available;
- Recognizes and anticipates opportunities and challenges as they relate to financial and business processes;
- Maintains financial flexibility and monitors reserves to fund potential growth initiatives;
- Establishes departmental and individual staff goals consistent with CFP Board's organizational objectives, strategic plan, and core values;
- Serves as key partner with Managing Director of the CFP Board Center for Financial Planning on all Fundraising strategies/initiatives; and
- Builds a top-tier internal team by actively recruiting, training and developing talented staff.

## **Finance and Accounting**

- Keeps the executive leadership team, Board and staff up to date on CFP Board's financial status;
- Provides oversight for and manages all budgets, forecasts and internal financial plans and processes/internal controls;
- Supports accounting, general ledger and operations functions, ensuring that systems are in place, and safeguard to guarantee timeliness and accuracy;
- Serves as a point of reference for all growth plans and initiatives within the organization;
- Creates data-based long- and short-term goals, budgets and forecasts;
- Participates in all internal planning regarding CFP Board's proposed program expansion, to ensure alignment of key initiatives with financial projections;
- Generates weekly, monthly, quarterly and annual reports as needed;
- Builds relationships with banks, donors, vendors, outside consultants and others as needed;
- Ensures that CFP Board meets critical regulatory and legal fiscal compliance benchmarks;
- Ensures all financial audits and related filings are completed on-time and in good standing;
- Partners with investment advisor in working with the Finance and Investment Committee to optimize performance within the confines of the Investment Policy Statement; and
- Serves as fiduciary and plan administrator of all qualified and non-qualified retirement plans and ensures that all benefits are in legal compliance.

## **Enterprise Risk Management**

- Leads the Enterprise Risk Management program and advises and/or counsels key ELT members on risk monitoring and response;
- Proactively anticipates, monitors, and manages organizational risks and CFP Board's mitigation strategies;
- Provides regular reporting to Audit and Risk Committee on ERM plan;
- Develops risk maps and formulates strategic action plans to help minimize, manage, and mitigate primary risks and then monitor the progress of these efforts;
- Ensures risk management priorities are reflected in the company's strategic plans;
- Formulates and implements risk assurance strategies that are related to the transmission, storage, and use of information and data systems;
- Evaluates possible operational risks that may arise from human error or system failures, which might disrupt or affect business processes;
- Measures the organization's risk appetite and setting the amount of risk that the organization is able – and willing – to take on;
- Develops budgets for risk-related projects and supervises their funding;
- Conducts risk assurance and due diligence on behalf of the organization in the events of mergers, acquisitions, and business deals; and

- Determines which risks can be transferred to insurance companies and/or other entities and which risks the organization will assume.

### **Information Technology**

- Provides oversight and leadership to the Director of IT to ensure the long- and short-term IT strategies are aligned with the strategic priorities of the organization;
- Oversees organization-wide implementation of IT strategy; inclusive of disaster recovery and preparedness and recovery
- Ensures technology systems and procedures lead to outcomes in line with business goals; and
- Develops and approves multi-year technology business improvement plans and budgets.

### **Facilities Management**

- Establishes multi-year facilities capital planning and management programs designed to deliver lower risks, reduced costs and improved stakeholder satisfaction.
- Performs other duties as assigned.

## **BACKGROUND/SKILLS/ABILITIES**

- Bachelor's degree in accounting, finance, business administration or related field required; master's degree preferred
- CPA required
- Minimum of 10 years of experience at a senior management level
- Expertise in financial accounting, budget development and reporting, long-term forecasting, treasury management/investments required
- Deep understanding of nonprofit and/or for-profit organizational structures with multiple corporate entities, including reporting, compliance and internal controls
- Enterprise risk management experience, strongly preferred
- Experience with nonprofit financial management including an understanding of tax structures
- Experience successfully leading IT staff to manage IT infrastructure
- Experienced in business analysis and strategic planning
- Demonstrated experience in business development and revenue generation
- Highly developed organizational leadership skills; strategic advisor and team member
- Sophisticated communication skills, both verbal and written which influence outcomes in a financially sophisticated team and involve significant policy issues
- Ability to initiate and lead change and gain buy-in from stakeholders, leadership team and staff
- Analytical at both the qualitative and quantitative levels

## **DIGITAL PRESENCE**

Web: [www.cfp.net](http://www.cfp.net)

Twitter: [@CFPBoard](https://twitter.com/CFPBoard)

Facebook: [@CertifiedFinancialPlannerBoardofStandards](https://www.facebook.com/CertifiedFinancialPlannerBoardofStandards)

**Vetted Solutions** is a Washington, D.C. based executive search firm specializing in association and nonprofit recruiting and consulting. We focus on CEO and senior staff positions.

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