

## Job Announcement

### **Centre for Development and Population Activities (CEDPA)**

#### **Chief Financial Officer**

(Updated: July 5, 2004)

The Centre for Development and Population Activities (CEDPA) in Washington, DC, has retained Slesinger Management Services to recruit a seasoned leader and manager to serve as chief financial officer. This is an exceptional opportunity for an individual to be part of CEDPA's senior management team, overseeing the financial management of a nonprofit organization that has an operating budget of \$26 million and a staff of 235. The CFO will also oversee the organization's information systems and technology, and its facilities management. Applications will be accepted until this search is completed.

### **The Organization**

The Centre for Development and Population Activities (CEDPA) is a nonprofit organization that is committed to empowering women at all levels of society to be full partners in development. Working in Africa, Asia, Latin America, and the Middle East, CEDPA collaborates with indigenous, community-based organizations to implement programs on reproductive health, HIV/AIDS prevention and care, and democracy.

Founded in 1975, CEDPA is headquartered in Washington, DC, and has field offices in Egypt, Nigeria, Senegal, South Africa, Russia, India, Nepal, and Guatemala. In addition, under a contract with USAID, CEDPA recruits, hires and trains Technical Advisors for HIV/AIDS, Child Survival, Infectious Diseases, Population, and Basic Education (TAACS).

In October, 2003, Yolonda Richardson, former senior vice president of Africare, became the new president and CEO of CEDPA. The CFO will report directly to Ms. Richardson, and will also work closely with the finance committee of the board of directors.

For more information about CEDPA, see [www.CEDPA.org](http://www.CEDPA.org).

### **The Position and its Principal Responsibilities**

Working in close partnership with the president and CEO, the senior vice president for programs, and the vice president for fundraising and communications, the chief financial officer will be responsible for overseeing the day-to-day operations of the organization's finance, information technology, and office management departments, which together have a staff of nine.

The chief financial officer's overriding responsibility is to ensure the fiscal health of the organization. Key responsibilities include:

1. Developing creative and effective financial strategies to convert CEDPA's goals into reality.
2. Leading an organization-wide process to produce an operating budget that reflects the organization's strategic plan and fiscal realities.
3. Leading the finance department to ensure that monthly and other periodic financial statements are accurate, timely, relevant, and understandable, and are effective tools for program managers.
4. Ensuring that financial controls are adequate and appropriate.
5. Providing the senior management team and the board of directors with cogent analysis of the organization's financial health, including projections for the future based on sound models.
6. Ensuring that CEDPA is in compliance with USAID and other donor accounting regulations.
7. Ensuring that short-term and long-term financial assets are invested properly, taking into consideration the organization's needs for liquidity, safety, and yield on investments.
8. Overseeing the two-person information systems and technology department, which maintains the computer system within the Washington, DC, headquarters and provides technical assistance to the field offices.
9. Overseeing CEDPA's facilities manager, who is primarily responsible for facilities' maintenance, office management, and procurement of supplies and equipment.

### **Desired Skills and Characteristics**

As the person overseeing CEDPA's finance, information technology, and facilities departments, the chief financial officer should be:

1. Genuinely committed to CEDPA's work and mission.
2. A strategic thinker, who is capable of analyzing financial data.. Exceptional competence in modeling and forecasting is highly desirable.
3. A proven practitioner of sound financial management techniques in a service-oriented nonprofit organization.
4. Capable of developing, motivating, and supervising finance and administration staff.
5. A superb communicator, especially in articulating financial and other quantitative data.
6. Adept at using new technology to support the organization's financial management systems.
7. A person with the confidence and presence to be able to work effectively with a business- and finance-oriented board.
8. Able to travel occasionally to CEDPA field offices in Asia, Africa, and Latin America to insure that they are operating with appropriate financial controls.
9. Collegial and open. The chief financial officer must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative, at all levels of the organization.

## **Desired Experience**

The ideal chief financial officer will have the following experience:

1. At least 10 years of financial management experience in an organization that has field offices overseas and that receives significant funding from the United States Agency for International Development (USAID).
2. A proven track record in financial planning, forecasting, and modeling.
3. An advanced degree in a relevant management field, such as business administration or accounting. A CPA license or certificate is desirable, but not required.

## **Compensation**

Salary will be commensurate with experience and qualifications. CEDPA offers a generous benefits package.

## **To Apply**

Please **e-mail** (or mail): 1) cover letter, 2) resume, 3) e-mail address, and 4) three-year salary history (which will be held in strict confidence) to:

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(please include "CEDPA" in subject line; attached files  
in Microsoft Word or PDF only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

CEDPA is an Equal Opportunity Employer.