



The Marine Mammal Center

CHIEF FINANCIAL OFFICER JOB DESCRIPTION

MISSION

At The Marine Mammal Center, we are guided and inspired by a shared vision of a healthy ocean for marine mammals and humans alike. The Marine Mammal Center advances global conservation through marine mammal rescue and rehabilitation, scientific research, and education.

OUR WORK

We rescue and rehabilitate sick and injured marine mammals at our state-of-the-art veterinary facilities by engaging a dedicated workforce and a supportive community. We learn from the patients in our care and contribute to scientific understanding of the changing health of our ocean, taking action to address ocean threats and save endangered species. We lead as a teaching hospital by training veterinary professionals locally and internationally, and inspiring future ocean stewards through innovative school and public education programs.

ABOUT THE ORGANIZATION

The Marine Mammal Center is an internationally renowned marine mammal hospital, research center and educational facility—the largest of its kind in the world. Since 1975, the Center has rescued more than 20,000 sick, injured and orphaned marine mammals, with an average of 600–800 rescues per year, primarily seals and sea lions.

Professional staff at the Center collaborate with more than 30 different scientific, educational, federal, state and nonprofit organizations from around the world, and the Center's formal and informal education programs reach 100,000 children and adults each year.

The Center's headquarters overlooks the ocean in the Marin Headlands of Sausalito, California, within the Golden Gate National Parks. Additional satellite facilities in Morro Bay and Moss Landing support the Center's rescue efforts in California along its 600-mile range from San Luis Obispo to Mendocino counties. In 2014, the Center opened Ke Kai Ola, a hospital for the rehabilitation of the endangered Hawaiian monk seal, in Kailua-Kona, Hawaii.

With an annual operating budget of almost \$9 million, 60 to 70 staff depending on the time of year, and 1,200 actively engaged volunteers, The Center operates 24 hours per day, 365 days per year.

ROLE DESCRIPTION

The Chief Financial Officer will report to the Executive Director, work with the Board of Directors and be a key member of the organization's management team working with others to ensure a sustainable, effective and mission centered organization by being an active participant in, and driver of, the organization's overall financial strategy. The CFO will have primary day-to-day oversight and responsibility for planning, implementing, and managing all financial-related

activities including accounting, payroll, finance, and forecasting. The CFO will ensure the department maintains a customer service and solutions-oriented role within the organization to encourage & develop financial literacy throughout the organization. The CFO will engage outside resources such as attorneys, auditors, tax accountants, insurance brokers, investment managers, IT outsourcing firms and other professionals as needed.

RESPONSIBILITIES + DUTIES

Strategic Business Partner

- Be a strong strategic partner and thought leader for the Executive Director, Management Team and Board.
- Utilize leading non-profit business practices to support growth.
- Proactively and perpetually identify and manage ways to maximize Return on Mission, Return On Investment and ensure the Center's sustainability.
- Approach emergent needs and challenges with a positive, collaborative and solutions-focused attitude leveraging partnerships with peers.

Financial Management

- Responsible for long-term financial planning in alignment with the Center's strategic plan.
- Responsible for comprehensive annual budget preparation and quarterly projections to monitor progress and provide real time data on key performance indicators.
- Foster a sense of shared financial accountability across the organization.
- Clearly communicate data in a manner that enables informed decisions.
- Establish, monitor and enforce finance policies and procedures and internal controls.
- Ensure that all required audit schedules are prepared in a timely manner.

Operations Management

- Partner with Development leadership to reconcile fundraising numbers and report on a cohesive, clear and accurate basis.
- Support Development and Program staff in preparing grant budgets and grant reporting.
- Collaborate with Life Support & Facilities leadership on capital planning and budgets.
- Collaborate with People & Culture leadership on personnel costs.
- Oversee purchasing, providing the most competitive contractual agreements for the Center.
- Monitor the cash position and receivables to ensure liquidity needs are met.
- Advise, monitor and report on investments.
- Staff and support the Finance Committee and attend other committee meetings as necessary.
- Continually improve efficiencies in accounting, administrative and back office processes with IT and other solutions.

Risk Management

- Regularly advise leadership on areas of liability and risk.
- Work with insurance brokers to ensure that all insurance needs are met and organize an annual insurance review for the Finance Committee to evaluate the adequacy of coverage.

Compliance

- Ensure the preparation and approval of annual financial statements in accordance with Generally Accepted Accounting Principles.
- Ensure the timely completion of the external audit and IRS Form 990.
- Staff and support the Audit Committee of the Board of Directors.

Office Systems Management

- Manage IT external vendor, maintaining a strong working relationship that provides IT technical and project management services across the Center.
- Manage the expense and capital IT operating budget.
- Staff and support an interdepartmental IT task force.

SPECIFIC MANAGEMENT RESPONSIBILITIES

- Manage direct reports by developing annual objectives and quarterly work plans with measurable goals and managing progress toward those goals.
- Provide open, honest and timely feedback to staff throughout each fiscal year and as part of annual performance reviews.
- Recommend personnel action and growth opportunities as appropriate, and in a manner consistent with institutional policies.
- Mentor individuals toward their highest professional achievement.
- Develop and manage an annual budget, complete with measurable goals and timelines.
- Responsible for ensuring understanding of financial topics and competency among staff to effectively use budget management systems, tools and data.

KNOWLEDGE + ABILITIES

- Comprehensive understanding of all aspects of nonprofit finance and accounting.
- A proven track record of creating, maintaining and sustaining strong vendor relationships.
- Excellent strategic planning skills with the ability to advance the mission of the organization through the implementation of departmental and inter-departmental initiatives and external partnerships.
- Proven capability to set and meet deadlines, manage and track work on multiple projects concurrently, and adjust quickly to changing factors.
- Ability to lead in a mission-driven culture founded on honest, thoughtful communication, collaboration, integrity, assuming goodwill in others, and continual learning and improvement.
- Knowledge and experience with federal, state and local government grant reporting, financial accounting, internal management control systems, information systems applications, and audit planning and have working knowledge of Generally Accepted Accounting Principles (GAAP), non-profit accounting, and related FASB/OMB requirements.
- Knowledge and experience with integrating IT/Systems to improve accounting productivity and accuracy
- Knowledge of MS Office Suite (Word, Excel, Power Point), and familiarity with accounting software (Adaptive, Paylocity, on-line banking).

QUALIFICATIONS + EXPERIENCE

- At least 10 years of broad finance experience, including non-profit experience, and ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership.
- Bachelor's degree from an accredited four-year college or university; CPA/CMA and/or MBA or equivalent experience preferred.
- Proven experience managing IT consultants or staff.
- Excellent people leadership, management and team building skills.
- Excellent communication and interpersonal skills.
- Effective at working with others to reach common goals and objectives.
- Demonstrated efficacy on a strategic level as well as an operational level.
- Ability to manage Board relationships and work closely with Board committees and outside professionals as required.
- Deep motivation, driven by the mission of The Center.
- Ability to work weekends, holidays, and some evenings as required.

TO BE CONSIDERED AS AN APPLICANT: Please e-mail your resume and cover letter with "Marine Mammal Center CFO" in the subject line to: executivesearch@cvn.org. No phone calls please.

FURTHER INFORMATION

LOCATION: Marin Headlands, Sausalito, California

HOURS: Full-time, Exempt
REPORTS TO: Executive Director

UPDATED: October 16, 2018

EQUAL OPPORTUNITY EMPLOYER

The Marine Mammal Center provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, , military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

The Marine Mammal Center provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.