



Chief Financial Officer

REPORTS TO: Chief Executive Officer
DIRECT REPORTS: Six (6)
SALARY: \$90,000-\$110,000, Excellent Benefits Package

The Mission

“Supporting people with disabilities to fulfill their life choices.”

The Organization

PROVAIL is one of the largest private providers of services for people with disabilities in the state of Washington. The agency was founded in 1942 by a group of parents seeking services for their children with disabilities. Formerly known as United Cerebral Palsy of King-Snohomish Counties, the organization separated from UCPA in 1999. PROVAIL has evolved from its grassroots beginnings to become a large, multi-service provider recognized as a leader in the disability community. The organization enjoys a very strong reputation for its effectiveness in helping children and adults lead better lives based on their own choices.



Currently serving over 1,000 children and adult clients with disabilities in the Puget Sound area, PROVAIL offers a wide range of services designed to help clients live lives of dignity, personal choice, expanded opportunity and independence. The organization strives to be adaptive to the wide variety of needs of its clients and champions creative initiatives that will improve the quality of life for people with disabilities. It recently opened the TBI ClubHouse, a community center for people living with the effects of a traumatic brain injury. PROVAIL is a progressive non-profit run like a business, comprising manufacturing and social/health services along the lines of a social enterprise.

PROVAIL has a staff of over 300 and an operating budget of \$12 million. A congenial and relaxed work environment complements the drive and passion for the mission that is apparent in everything PROVAIL does. Most of the leadership team and staff have long tenures with the organization, contributing to a strong, stable management team, a friendly atmosphere and exceptional teamwork.



Programs & Services

People served by PROVAIL's many programs have disabilities such as cerebral palsy, traumatic brain injury, spinal cord injury, autism, muscular dystrophy, speech or hearing impairments, learning disorders, or may have suffered a stroke or amputation. PROVAIL has strong ties to the community, working with city, county and state government agencies, school districts, veteran's administration, businesses, nurse case and program managers. The organization strives to maximize community accessibility and inclusion through five distinct program offerings:

The Community Living Program offers community-based residences in the greater Seattle area to adults with developmental disabilities. These living facilities are often the first experience clients have living outside an institution or nursing home. 24 hour, in-residence support includes personal care, nursing and instruction in how to participate in the community and make their own choices, so clients can live as independently as possible.

The Johnny Johnson Memorial Dental Clinic offers professional dental services to adults with disabilities with the help of volunteer dentists, dental hygienists and dental assistants who understand the special needs of these patients. The clinic also serves as a teaching facility for dental students from local colleges and universities. The clinic is very unique and serves approximately 300 patients yearly.



Employment Services develops effective partnerships between individuals and businesses by placing young adults and adults with disabilities into jobs in the community. PROVAIL provides one-on-one vocational profiles, job development, job coaching and ongoing career support and training for employees. PROVAIL provides employers with training, support and well-matched individuals to meet their workplace needs.

The Fabrication Division is a light manufacturing facility producing airplane parts and materials for Boeing and the U.S. Department of Defense. Using a social enterprise model, the Fabrication Division provides employment for individuals with disabilities and uses the net revenue generated by sales to support its direct service programs.

Therapeutic and Assistive Technology Services provides Occupational and Speech Therapy, Assistive Technology services and specialized phone equipment to children and adults with a variety of disabilities and needs. These services help over 400 clients a year maximize their abilities for community living, school or employment.



The Position

Reporting directly to the CEO, the Chief Financial Officer serves as a member of the 9-person PROVAIL leadership team. He/she provides leadership to six direct reports and will develop and monitor the organization's annual budget, currently \$12 million. The role offers ample opportunities for growth and learning. The CFO actively assists in defining organizational goals and long-term strategic plans. She/he supports key staff members, the CEO and the Board of Directors to oversee budgeting analysis, reporting requirements, and investment decisions. The CFO partners proactively as a peer with each program leader to help them improve their ability to use financial information to evaluate and explain their program's productivity and performance.

Specifically he/she will direct all financial matters and administrative operations, including human resources, accounting and information technology. The new CFO will be instrumental in setting strategic direction for HR policy, including the management of employee benefits that have a financial impact on the organization. She/he will lend vision, experience and financial expertise to the evaluation of key IT and operating systems. The CFO will guide and advance accounting systems and reporting procedures. He/she will provide timely financial information, records and reports regarding the organization's budget, performance, key metrics and other financial matters in formats that are accessible to a full range of stakeholders.

The CFO will be an integral part of the Board of Director's Finance Committee, providing accessible and accurate information, analysis and reports. She/he will plan the monthly committee meetings and interface closely with the treasurer. The CFO will act as a resource, helping the Board evaluate financial issues and their implications to facilitate decision-making and planning.



Issues & Priorities

- Invest time and effort to develop trusting relationships with the CEO, leadership team, staff and Board. Become aware of their needs as well as the pressures and constraints under which they operate. These early efforts will lay the groundwork for open communication about financial matters with the entire organization.
- Gain understanding of budgeting issues, cost accounting complexities and financial interdependency between programs. Use this knowledge to analyze, evaluate and make recommendations for optimizing performance of the departments, finalizing the budget and managing against it.
- Implement HR initiatives for payroll, staff scheduling and the strategic evaluation of employee benefits and systems.
- Review the accounting department staffing structure and develop a succession management plan in anticipation of department retirements within the next 2-3 years.
- Improve the cost accounting and billing communications procedures in the Community Living division.
- Partner with the Fabrication Division to forecast sales, track revenue and manage contracts. Longer term, the CFO should contribute strategic insight into how to optimize the Fabrication Department business model.
- Work closely with the Director of Clinical Services on clearly defined reporting and billing procedures, particularly Medicaid billing.
- Play a key role in long range planning by driving the organization's strategic plan and providing vision for how to position the organization for growth.
- Manage assets of the organization and evaluate investment policy and banking services.

Ideal Candidate Profile

The Chief Financial Officer will possess a genuine interest in the mission and goals of PROVAIL and be sensitive to the needs of the children and adults with disabilities that we serve. We seek a creative problem solver and approachable business leader, open to learning and eager to work with everyone: the leadership team, the Board, staff and clients. The ideal candidate will be a strategic business partner with a clear vision of how astute financial management can contribute to PROVAIL objectives and growth. His/her honesty and integrity must be beyond reproach.

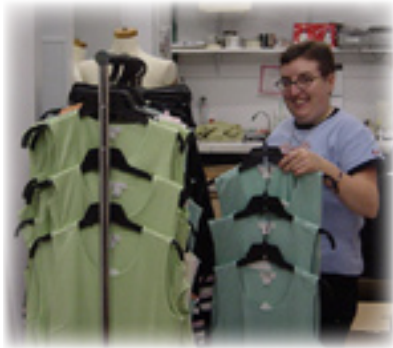


This role requires a willingness to invest both heart and mind in your work. High emotional intelligence and a collaborative style that is thoughtful, open, positive, flexible and inclusive is key. The varied nature of programs and services provided at PROVAIL require a CFO who is skilled and disciplined in financial matters yet intuitive, adaptable, and service-oriented in support of the organizations offerings to the community. The CFO needs to be a personable team player with a sense of humor and the ability to be both a proactive leader and an active, hands-on participant when peers and staff need advice and insight. He/she will embrace the collegial atmosphere and open exchange of ideas and information prevalent in the organization.



The ideal candidate should demonstrate competence in financial management and strategic planning at a senior level as a controller or Chief Financial Officer. Familiarity with non-profit financial management issues, either through direct work experience or volunteer/board experience is essential. Experience in a multi-faceted business or social enterprise is a plus. Some fluency in investment management or healthcare/Medicaid accounting would be helpful. We seek a problem solver who looks for opportunities to review and examine current practices, provides clear and concise analysis and recommends improvements to move the organization forward.

She/he should be an excellent communicator, possessing the ability to relay key financial information to all stakeholders in understandable formats and terms. Confident, transparent decision-making and the willingness to share information and hold people accountable are important skills for this role. Strong analytical skills, a strategic approach and a business development orientation are assets. A broad business background in multifaceted organizations will allow the new CFO to understand the varied divisions and complexities of the organization.



Minimum Qualifications

The successful candidate should be a self-starter and good team player with a minimum of 10 years of experience in progressively responsible financial and administrative management roles. At least 5 years demonstrating financial leadership as a CFO or a controller with senior level strategic input is preferred. Applicants should hold a bachelor's degree with a focus on finance, accounting or business administration. An MBA and/or CPA are advantageous but not required. Candidates must have a firm grasp of cost accounting and accounts receivable management. Senior level exposure to HR issues and proficiency with IT systems for HR and accounting purposes is required. Previous experience in a non-profit or social enterprise environment is ideal. In-depth experience on a finance committee of a non-profit board could substitute for non-profit work experience. The ideal candidate must have previous experience managing a team.

To Apply

PROVAIL is an Equal Opportunity Employer and all qualified candidates are encouraged to apply. Please send a cover letter and resume as soon as possible and no later than July 14, 2010 to:

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