

Job description

Position: Chief Financial Officer (volunteer)

Location: Remote

Time Commitment: 4-6 hours per week (flexible schedule with some weeknight zoom meetings)

Reports to: Executive Director

About NALZS:

North Alabama Zoological Society (NALZS) is a nonprofit organization dedicated to bringing a zoo and aquarium to the Greater Huntsville Alabama area. As we strive to create an exceptional zoo and aquarium, our nonprofit's mission is to foster connections between the communities and visitors of North Alabama with the wonders of the world's natural habitats and wildlife. We aim to set a standard of excellence in conservation, research, action, and education of wildlife, all while inspiring a brighter future for generations to come.

Position Overview:

We are seeking a highly skilled and experienced volunteer Chief Financial Officer (CFO) to join our nonprofit organization, which is dedicated to creating a zoo that promotes education, conservation, and animal welfare. As the Volunteer CFO, you will play a critical role in overseeing the financial management and strategic planning for the zoo project. This position offers a unique opportunity to contribute your financial expertise and passion for wildlife conservation to an exciting and impactful initiative.

Responsibilities:

Note that due to the volunteer nature of the position, the execution of the responsibilities as outlined below will not be expected all the time. This is more of an exhaustive list of potential areas and expertise that may be called upon from time to time as an occasion may dictate.

Financial Planning and Analysis:

- Develop and implement financial strategies, policies, and procedures aligned with the organization's goals and objectives.
- Prepare and monitor annual budgets, providing regular financial reports to the board of directors and stakeholders.
- Conduct financial forecasting, analysis, and modeling to support decision-making processes.
- Evaluate and optimize the organization's financial performance and recommend improvements.

Financial Management:

- Oversee all aspects of financial management, including accounting, budgeting, cash flow management, and financial reporting.
- Ensure compliance with relevant financial regulations, legal requirements, and nonprofit accounting standards.
- Establish and maintain internal controls to safeguard financial assets and mitigate risks.
- Coordinate and collaborate with external auditors and accountants during audits or reviews.

Fundraising and Grant Management:

- Work closely with the fundraising team to develop financial strategies to support fundraising efforts.
- Provide financial expertise in grant applications and manage financial reporting requirements for grant-funded projects.
- Monitor grant expenses, budgets, and reporting to ensure compliance with grant agreements.

Strategic Planning and Decision Support:

- Collaborate with the executive team to develop and refine the organization's strategic plans and initiatives.
- Conduct financial analysis to support decision-making on capital investments, revenue generation, and cost optimization.
- Assess and communicate financial risks and opportunities to support long-term sustainability and growth.
- Team Leadership and Development:
- Supervise and mentor a team of finance staff and volunteers, providing guidance and fostering a collaborative work environment.
- Support the professional development of finance team members, ensuring continuous improvement and knowledge sharing.

Qualifications:

- Bachelor's degree in finance, accounting, or a related field. A Master's degree or CPA qualification is preferred.
- Proven experience as a CFO, financial controller, or in a senior financial management role.
- Strong knowledge of nonprofit accounting principles and compliance requirements.
- Proficiency in financial analysis, budgeting, forecasting, and reporting.
- Experience with fundraising, grant management, and donor relations is highly desirable.
- Excellent leadership and team management skills, with the ability to motivate and inspire others.
- Strong analytical, problem-solving, and strategic thinking abilities.
- Exceptional communication and interpersonal skills to collaborate effectively with diverse stakeholders.

Note: This is a volunteer position, and the time commitment may vary depending on the needs of the organization. However, it presents a unique opportunity to contribute to the establishment of a zoo and aquarium in the Greater Huntsville Alabama area and make a lasting impact on the community. It isn't very often that one gets to help build a brand-new zoo from scratch. The position will become a paid position in the future.

Join us in our mission to create a world-class zoo that fosters education, conservation, and a deep appreciation for wildlife. Together, we can make a lasting impact on the community and the future of our planet.