



SUSTAINABLE FORESTRY INITIATIVE

SFI-00001

Position: Chief Financial Officer
Location: Washington, DC

Supervisor: President and CEO
Status: Full-time, Exempt from Overtime

OVERVIEW

SFI® Inc. is an independent, non-profit organization that provides supply chain assurances, produces conservation outcomes, and supports education and community engagement. SFI works with the forest sector, brand owners, conservation groups, resource professionals, landowners, educators, local communities, Indigenous peoples, governments, and universities. SFI standards and on-product labels help consumers make responsible purchasing decisions. We oversee the SFI Forest Partners® Program, which aims to increase the source of certified forest products; the SFI Conservation and Community Partnerships Grant Program, which funds research and community building; and Project Learning Tree®, which develops students' appreciation for and knowledge of the environment. In August 2017, SFI created a separate incorporated entity in Canada called Project Learning Tree Canada, which operates a "Green Jobs in Green Spaces" initiative with funding from the Canadian federal government.

SFI Inc. is governed by an independent three-chamber board of directors representing environmental, social, and economic sectors equally. SFI's headquarters are in Washington, DC, with an office in Ottawa, Canada, and global operations. SFI's annual operating budget is approximately \$10 million; the primary sources of revenue are program fees from users of the SFI certification standards, federal grants, and service and conference fees.

SFI seeks a strategic Chief Financial Officer with a track record of successful financial planning and management. The CFO is a new position at SFI, resulting from significant growth over the last several years. The CFO will be responsible for leading and executing the financial strategy for the organization and overseeing annual activity and compliance. The CFO will work closely with the President and CEO, Chief Operating Officer, other members of the Senior Leadership Team, the Development Director, and the PLT Canada Business Director. The CFO will oversee a small team that supports finance and business operations, including the Business Manager and the Business Operations Coordinator, and work with SFI's outsourced accounting firm.

ESSENTIAL JOB FUNCTIONS

Financial Planning and Strategy

- Lead and execute financial strategy for the organization, including developing long-term financial plans, creating annual budgets, reviewing investment strategies and performance, analyzing financial activity, and managing for financial risks.
- Create strategies on viable approaches across SFI's four pillars of activity (standards, conservation, community, and education) for revenue diversity and financial growth, in coordination with the Senior Leadership Team and Director of Development.

Financial Reporting and Modeling

- Develop and present financial reports and updates to the President and CEO on a monthly basis and to the SFI Board on a quarterly basis; provide staff leadership of the Audit and Compensation Committee of the SFI Board; and coordinate with the Secretary/Treasurer of the SFI Board.
- Utilize technology and systems to optimize reporting and analytical functions.

An active Equal Employment Opportunity Employer M/F/D/V,
SFI Inc. welcomes men and women regardless of race, color, national origin, religion, age, sex or disability.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at the Sustainable Forestry Initiative, Inc. Additional job related qualifications may be specified for some openings. Job descriptions are subject to periodic review.

Financial Accounting and Compliance

- Oversee all accounting functions and internal controls, with support of financial team, to ensure that systems are in place for accurate and compliant operations.
- Oversee annual financial audits, tax returns, and other compliance activities, with support from the Business Manager.
- Manage financial team, including internal staff, outsourced consultants, investment managers.
- Provide financial guidance and direction to all SFI staff on grants, projects, fundraising, and other financial matters, including managing the financial relationship between SFI Inc. and PLT Canada and coordinating with the Director of Development.

QUALIFICATIONS

- Graduate/Master's degree specializing in accounting and/or finance, such as an MBA in accounting and/or finance.
- CPA or CFA designation and at least 10 years of experience in a senior financial role with a non-profit organization.
- Extensive knowledge of non-profit financial policies, practices and systems.
- Experience working with external auditors and non-profit compliance.
- Strong interpersonal and communication skills and superior attention to detail.
- A positive attitude and high energy—a person who sees opportunities rather than problems, enjoys working cooperatively in a team environment, and prioritizes the mission over individual agendas.
- Ability to work cooperatively and strategically in a team environment with all levels of stakeholders or independently as required.
- Ability to manage multiple complex projects in a fast-paced environment, handling tasks with diplomacy, tenacity, patience, and a drive for results.
- Ability to travel up to 10% of time.

BENEFITS

SFI offers an excellent set of benefits to full-time, benefit-eligible employees, including:

- Up to 25 days of vacation, based on length of experience, 4 personal days, 10 holidays, and 12 sick days
- 401(k) with an employer contribution up to 11%
- A choice of medical insurance plans, plus dental and vision insurance
- Pre-tax Health Care Flexible Spending Account
- Group life and personal accident insurance, short and long-term disability insurance
- Professional development training
- Adoption assistance
- Commuter benefits through WageWorks and Capital Bikeshare discounted annual membership

HOW TO APPLY

To apply for this position, email a resume and cover letter to the attention of Nadine Block, Chief Operating Officer, at jobs@sfiprogram.org. Subject line should say "Application: Chief Financial Officer". Applications will be accepted until the position is filled but are requested by March 22.

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