

RESOLVE

Position Description: Chief Financial and Enterprise Officer

About RESOLVE and RESOLVE Enterprises

[RESOLVE](#) is a vibrant, growing, international non-profit organization with affiliated for-profit social enterprises and several fiscal sponsorships.

At RESOLVE, we forge sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed. We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. As a nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundations, NGOs, and community leaders.

We work on local, regional, national, and international projects. Our projects focus on healthy communities, conservation, and sustainable resources.

Our mission-aligned, for-profit subsidiary, RESOLVE Enterprises, is a platform for social enterprises (e.g., Regeneration, and Nightjar) that align with and support our mission. Our affiliated partner organizations are RESOLVE Canada and RESOLVE Africa. This position works across all these entities.

Our website says, “We RESOLVE to... be open and curious, challenge ourselves and others, tackle challenges head-on, [and] create solutions.” Our values include integrity, mutual respect, leadership, innovation, teamwork, diversity, perseverance, results, and balance. We are looking for someone motivated by our mission who embraces our values, loves to learn, and shares our passion for social, environmental, and economic sustainability.

Chief Financial and Enterprise Officer Role

RESOLVE is seeking a Chief Financial and Enterprise Officer (CFEO) with strong financial management and planning experience and an entrepreneurial streak to lead finance and operations for our non-profits and social enterprises.

The CFEO is responsible for three areas: 1) finance, 2) operations, including human resources and IT, and 3) social enterprise development.

The position oversees the infrastructure and systems needed to support our financial and operational success, including supporting future growth. They develop and execute

financial strategies to maintain and improve RESOLVE's financial health. They work in accordance with generally accepted accounting principles and best practices.

The CFEO reports to and works in partnership with the CEO. They engage directly with the Board of Trustees on the audit and financial analysis and reports, work closely with program and functional directors, and provide strategic leadership to – and financial management of – our social enterprises.

The position combines a traditional Chief Financial Officer role with that of a Chief Enterprise Officer who works to help structure, support, secure funding for, and manage commercial operations for RESOLVE Enterprises and our social enterprises. Therefore, the position requires both financial oversight and planning experience, as well as demonstrated success in supporting entrepreneurial activity.

The position will, in addition to overseeing/managing operations in Washington, DC, provide operations and financial guidance and direction for RESOLVE's global operations. Currently this includes offices/teams/individuals in Canada, Sierra Leone, Europe, and the Democratic Republic of Congo.

Key Duties and Responsibilities

1. Audit, Systems, and Controls

- Establish and manage accounting control systems and internal audits, ensuring the accurate and timely production of accounting information and financial reports.
- Ensure all related entities, whether non-profits or social enterprises, have effective internal controls and reporting systems, and that appropriate separations exist between the entities.
- Develop and recommend financial policies to management.
- Recommend an independent auditor for the annual audit, oversee audit engagement, and serve as the primary audit liaison to ensure the audit is completed in an efficient and timely manner.
- Ensure up-to-date country, state or province, and local registrations, and compliance with all tax and related filings.

2. Financial Strategy and Planning, Operations, and Reporting

- Oversee, manage, and where needed design day-to-day accounting and financial operations including a system to meet the current and anticipated needs of programs and enterprises.
- Manage the billing, accounts receivable, and accounts payable functions; approve the monthly financial close and statements for all entities.
- Oversee the banking activities across the entities; actively managing cash flow; manage the relationship with investment advisors and make recommendations to the CEO and/or board on investment strategy and planning.

- Monitor, analyze, and present financial reports for the organization, its programs, function, and enterprises.
- Lead annual and long-term financial planning efforts and develop annual budgets for RESOLVE and its affiliates and enterprises.
- Develop and manage systems for program budget planning and reporting. Support program and enterprise directors in this area, including developing plans and budgets for new, proposed, or expanded programs, services, and enterprises.
- Oversee and review the preparation of financial reports required by funders; ensure systems are capable of efficiently producing donor and investor reports at a program and project level.
- Manage the negotiation and execution of contracts and other agreements with funding sources, vendors, and service providers.

3. Operations, HR, IT, and Administration

- Oversee all operations functions and staff.
- Identify and manage HR, IT, and other administrative consultants.
- Manage the liability insurance program, including ongoing risk analysis across all activities.
- Review the efficiency/effectiveness of employee benefit programs, seeking approaches that are aligned with values, goals, and financial capacity and are cost efficient, with adequate quality.
- Manage key decisions regarding health insurance and other benefits; oversee the annual renewal/open enrollment process and vendor relationships.
- Monitor changes in legal, regulatory, and administrative environments; implement changes in the procedures needed to maintain compliance.
- Ensure program and operations staff have the systems and tools to effectively manage and engage in contracts and agreements.
- Recruit and manage subtenants in the headquarters Hub in Washington DC; oversee lease agreements and relationships, including those with building management.
- Oversee fiscal sponsorship strategy and systems.
- Oversee and update the organizational technology strategy.
- Maintain and where needed develop policies and procedures, including those related to finance, operations, human resources, and IT.
- Develop leadership relationships with the Board, directors, and managers.
- Represent RESOLVE and its entities on financial, operations, and related issues to external stakeholders, funders, investors, and key partners.

4. Enterprise

- Implement or develop systems, procedures, and tools that support enterprise development.
- Provide strategic support, systems, and tools that support development of business models and plans, product development, share structures and agreements, etc.

- Develop a business model and growth plan for RESOLVE Enterprises, including the potential for themed affinity funds.
- Serve as senior business and financial advisor to the enterprise boards.

5. Operations Budget and Revenue

- Prepare an annual budget for RESOLVE's financial, operations, and enterprise support functions, including revenue.
- Manage and expand revenue and asset creation for operations based on resources from fiscal sponsorships, enterprise service fees, equity and revenue from enterprise ownership, advisory services, and the RESOLVE Hub (i.e., sublease and partnership fees).
- Advise programs on revenue development opportunities and strategies.
- Work with CEO and board leadership to strengthen pro-bono support in a range of areas, both programmatic and business/operations.

6. Governance and Ethics

- Ensure sound, ethical governance procedures that are documented and followed.
- Oversee the system for governance recordkeeping (internal) and government registrations and tax filings (external).
- Ensure governance meetings are well-organized and supported.
- Work with the CEO and Board of Trustees to maintain and strengthen governance networks.
- Keep current on best practices for NGOs and social enterprises; maintain and utilize networks that can advise programs and enterprises, especially in areas where governance and ethics are evolving.

Authority, Reporting, and Relationships

The CFEO reports to the CEO and works closely with the Board of Trustees and other members of our governance network. This position supervises the Controller, the Financial and Operations Coordinator, and consultants (where expertise is outsourced, e.g., IT and human resources). This individual works with with director-level staff in RESOLVE and its entities and has decision-making authority in areas related to financial planning and operations.

The successful candidate will create and foster respectful and effective working relationships and ensure team members work in the same manner.

Ethics and Values

The successful candidate will maintain the highest ethical standards in their work and their relationships, communicate honestly and respectfully, be responsive to colleagues,

stakeholders, and partners, and reflect our values and goals regarding diversity, equity, and inclusion.

Inclusion is fundamental to our mission. In all our work, we strive to promote respectful engagement across diverse perspectives and backgrounds. Our record demonstrates that a diversity of voices – and inclusion of those who have often been excluded – helps us advance equitable and sustained solutions to critical social, health, and environmental challenges.

We take a broad view of diversity, recognizing that our differences – whether visible or not – contribute to strength. We are resolute in our commitment to actively and intentionally cultivating an environment where equal opportunities for employment, advancement, and influence are available to all.

Requirements

We are seeking a CFEO who is a strategic business leader across the RESOLVE family. They will embrace a hands-on role, given our size. They will work to expand our capacity and help develop, promote, and resource new ideas, including enterprises.

The position requires the following:

- Proven experience as CFO, finance officer, or related role
- In-depth knowledge of NGO finance and operations policies and practices; experience working with international organizations
- Knowledge of data and information analysis and forecasting methods, including but not limited to annual budgets
- Ability to work with a hybrid revenue model—government contracts (US and other governments), grants and donations, and investments (including those that are program-related)
- Experience working with external audit firms
- Understanding of and experience with accounting software
- Experience with human resources management
- Ability to develop business models and plans
- BSc/BA in accounting, finance, or related field is required, with a preference for MSc/MBA or equivalent experience; a CPA is not required but may be beneficial
- Proficient in the use of MS Office and project management software

We're looking for these characteristics:

- An interest in our mission
- Strong leadership and organizational skills
- An analytical mind that is comfortable engaging with curiosity, assessing risk and opportunity, and making recommendations for approaches that meet a variety of needs and interests

- Ability to strategize and solve problems
- An interest in proving the potential of blending the mission-driven work of NGOs and social enterprises
- Excellent communication and interpersonal skills

An ideal candidate will have senior financial management experience in an NGO coupled with experience with start-ups or social enterprises. Candidates from the corporate sector who can quickly learn about the NGO sector are also encouraged.

To Apply

Please email your resume and cover letter to cfe@resolve.ngo. All inquiries and applications will be treated in confidence.

RESOLVE is proud to be an Equal Employment Opportunity employer. We do not discriminate based on race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics. We are committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or accommodation due to a disability, please contact us at cfe@resolve.ngo.