

# Chief Financial & Impact Investment Officer (CFIO) Opportunity Overview



The Chief Financial & Impact Investment Officer (CFIO) is a newly created position at The John R. Oishei Foundation that will collaborate directly with the President and Board to guide the Foundation's strategic vision and enhance its financial capabilities and investment portfolio to provide expert advice and sound leadership for the Foundation.

The CFIO oversees the financial, investment and operational aspects of the Foundation. The successful candidate will join the team at an exciting moment in the Foundation's development, as a new President leads the organization through an updated strategic plan to significantly enhance the positive impact in our community.

This unique position offers the opportunity to work in partnership with our program officers and our philanthropic support practice to identify needs and to offer consultative services to a wide variety of nonprofit organizations in financial management including revenue generation, new business models, and other financial tools. Given the Foundation's comprehensive, interrelated focus areas, the CFIO will have the opportunity to work with, and have an impact on, a broad portfolio of nonprofit organizations.

The successful candidate will add value in strategic thinking and thought leadership to support the generation and implementation of new impact investment ideas, financial and performance outcomes. The CFIO will lead the development and execution of the Foundation's Impact Investment plan. This includes both Program-related investments (PRIs) and Mission-related investments (MRIs). The position provides a unique opportunity for a self-directed individual to play a critical role in building a new impact investing strategy from the ground up, in support of the Foundation's mission.

## **THE JOHN R. OISHEI FOUNDATION**

At The John R. Oishei Foundation, we are proud to lead the way as the most comprehensive private foundation in Western New York—focusing on a broad range of interrelated issues and offering philanthropic support that goes far beyond funding. We work to make an impact, inspire others, and improve lives throughout our community.

The Foundation is the result of the generosity and philanthropic vision of Buffalo native John R. Oishei, founder of Trico Products, an early manufacturer of windshield wipers. After the sale of Trico Products in 1998, the Foundation formally became The John R. Oishei Foundation and continues Mr. Oishei's philanthropic vision of creating a strong, healthy, and thriving community in Western New York. In 2019, the Foundation made a commitment to racial equity a key component of our work. Our intentional focus helps ensure that our practices are committed to making life better for all.

The Foundation is now entering a transformational time with a new President who will lead our strategic planning process in 2022. We are focused on ways to bring the benefits of WNY's revitalization to all residents of the region and to make a bigger impact in the community through creative solutions, collaboration, and innovation.

## MISSION

The John R. Oishei Foundation enhances the economic vitality and quality of life for the Buffalo Niagara region through grantmaking, leadership and network building

## OUR FOCUS AREAS

We support nonprofit organizations working throughout the eight counties of Western New York in the following inter-related areas

- Strengthen the P-20 Education Continuum
- Enhance Options for Self-Sufficiency
- Build Livable, Stable Neighborhoods
- Promote Health and Improve Systems of Care
- Expand the Role of Arts, Culture, and Heritage in Regional Development

## BEYOND GRANTMAKING

We recognize that our community faces numerous challenges and opportunities, which is why we do much more than provide financial support. Through our internal staff and community-wide networks, we offer support that empowers change-makers to go further, move faster, and achieve even greater impact. Our "beyond grantmaking" focus through our Philanthropic Support practice works to build capacity among our local nonprofit community, providing support in areas such as leadership development, board governance, strategic planning, research, marketing/communications and more. The CFIO will have the opportunity to add to this capacity building portfolio by offering financial management tools and consultation to build economic strength and resiliency in the nonprofit sector.

## ESSENTIAL FUNCTIONS

### Finance Leadership (65% of time)

- Develop and execute the financial strategy and administration.
- Lead annual budget process, cash flow and long-range financial forecasting.
- Provide day-to-day management of finance, accounting, and administrative systems, maintaining excellent financial controls, records, policies, and procedures.
- Effectively works with the Board of Directors, Finance | Audit Committee and Investment Committee.
- Oversees the Grants administration function of the Foundation.
- Coordinate the preparation of audits, tax returns and all financial filings required by law, as well as ongoing monitoring of budgets and spending.
- Serves as a "consultant" with program officers on grantees' financial matters, making recommendations and suggesting proactive strategies to enhance the impact of our grantee partners.

### **Impact Investment Leadership (25% growing over time)**

- Coordinate, monitor, and report on the Foundation's investment portfolio performance. Serve as primary contact with investment advisors, impact investment partners, and Investment Committee.
- Develop, implement, and manage the Foundation's impact (MRI and PRI) investment plan in collaboration with the President, Investment Committee and consultants. Identify and/or create partnerships and/or transactions where debt, equity or guarantees can further mission and financial objectives; manage transactions; and monitor the financial and programmatic performance over time. This will include:
  - Leading the research, development, and implementation of scalable, multi-asset class investments
  - Defining MRI & PRI goals, measurement, strategy, and investment criteria that support Foundation's overall mission and strategy
  - Leading due diligence on new investment opportunities through research and financial modeling
  - Identifying external sector investment partners, cultivate relationships to leverage Foundation investments with funds from other aligned investors
  - Staying current on relevant research and findings on impact investing, translating learnings to the local context to build local community development capacity

### **Operations Leadership (10%)**

- Manage administrative, operations and facilities functions to ensure efficient and consistent operations.
- Process Improvement: Leads or participates in initiatives or activities that evaluate and improve the quality, productivity, and response time of the Foundation's core business processes.
- Serve as the liaison with the external Professional Employment Organization in areas of regulatory compliance, employee manual review and revision, policy changes, benefits program review and selection, education of Team Members on benefits programs, completion and submission of employment and benefit plan documents.
- Work with IT providers to pro-actively research, implement and regularly review technology solutions that increase productivity, accomplish organizational needs and objectives in an efficient and effective manner and ensure IT security.
- Oversee management of Foundation facilities.
- Oversee enterprise risk management, insurance and legal.
- Lead and mentor operations/finance team — currently two team members.

## **Requirements/Qualifications:**

- 10+ years of experience in finance, banking, private equity or accounting.
- B.S. degree or Master's level academic training in Accounting, Finance or Economics. Candidates with noted experience are encouraged to apply irrespective of degree.
- Strong written, verbal communication and organizational skills.
- Ability to translate financial concepts to and effectively collaborate with colleagues who do not necessarily have finance backgrounds.
- Proven financial analytical skills including ability to identify risks, opportunities, trends, and relationships.
- Experience in leading and supporting organizational change efforts.
- Successful professional experience in leading, managing and supervising diverse teams and interacting with boards of directors.
- Demonstrated success in designing and sustaining management and operational plans to advance long term goals.
- An informed perspective on racial equity and demonstrated cultural competence
- Impact – mission driven. Visible passion for breaking new ground to lead social change.
- A hands-on collaborator who takes pride in team accomplishments and is flexible to fill any gaps needed to achieve goals.
- Unquestioned integrity and moral character.
- Demonstrated capacity for self-reflection and a low-ego personal style.
- Advanced skills in QuickBooks and MS Office: Word, Excel, PowerPoint, Access, and MS Publisher with ability to learn new software systems.

Please send a letter of interest highlighting key qualifications and resume to [jobs@oishei.org](mailto:jobs@oishei.org). We will contact you regarding next steps. Thank you!

*For more information about The John R. Oishei Foundation, please visit [www.oishei.org](http://www.oishei.org).*