

## **Managing Director, Finance and Administration/Chief Financial Officer**

### **THE OPPORTUNITY**

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The Colorado Health Institute (CHI) seeks a dynamic and innovative leader to join our senior leadership team as Managing Director, Finance and Administration/Chief Financial Officer (MDFA/CFO). Reporting directly to the CEO, this position will oversee all financial and administrative functions that support the growth of this dynamic organization. This is a new position that will advance CHI's strategic objectives and evolving business model.

The MDFA/CFO will play a critical role in the efficient and effective management of the overall organization while supporting and advancing the organization's growth strategy. The successful candidate will be responsible for budgeting and finance, human resources, and general operations while also setting the stage for planned growth in both revenue and FTE count.

Serving as a strategic partner to the CEO, the MDFA/CFO will support forward-looking financial analysis and projections to facilitate strategic decision-making as CHI transforms its business model and continues on its growth trajectory. The MDFA/CFO will provide day-to-day oversight for the fiscal direction of the organization, lead the business operations and administrative team, create an administrative environment that ensures programs function at peak efficiency, and implement the tools and systems needed for tomorrow's organization. This includes developing, implementing, and evaluating systems that will facilitate or expedite administrative support to all program functions and consulting projects that drive business success. The preferred candidate would ideally have expertise in both nonprofit and consulting business operations.

The MDFA/CFO will join an agile, energetic, collaborative, and established leadership team committed to strategically positioning CHI as a forward-looking partner in the transformation of health care across Colorado, building on the trust we have earned as the state's leading independent health systems and health policy research group.

At CHI, we believe that sound evidence and solid analysis lead to better health policy, and that better health policy leads to better health for all Coloradans. The MDFA/CFO will ensure that this mission-driven passion translates into a consulting practice that supports health leaders, communities, organizations, and systems throughout Colorado working toward the same goal.

### **ABOUT CHI**

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Founded in 2002, CHI is an innovative and independent health research and consulting group. We answer Colorado's most pressing health questions by providing analysis and expertise that inform policy, advance health, promote collaboration, and support better access to care for all Coloradans.

CHI is undergoing transformational change as we broaden our business to advance our public-service mission. This change impacts our business operations and engagement with our community and stakeholders. We lead a robust consulting practice that augments operating support from several health foundations. The complexity of our work requires new rigor and discipline not only around our financial operations but also as we aim to accurately project future work, revenue, and staffing levels. The MDFA/CFO will play a critical role in directing CHI's long-term success.

While our business model is changing, our commitment to our mission and vision has never been stronger: We improve the health of all Coloradans through independent research, analysis, and insight that lead to sound health policies and decisions.

## **SERVICE OFFERINGS**

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CHI provides research and consulting services, including program planning and development, implementation services, post-implementation analytics and evaluation to a range of health organizations that are improving the health and well-being of Colorado's citizens.

Research is the foundation of our work. It informs our ability to be trusted strategic advisors, skilled evaluators, and sought-after facilitators. We are a valued partner with the individuals, organizations, and communities working to make Colorado healthier than ever.

CHI's services include:

- Evaluation
- Facilitation
- Financial Analysis and Modeling
- Market Analysis
- Policy and Program Implementation
- Project Management
- Strategic Communications
- Strategic Planning
- Surveys
- Analysis for Strategic Grantmaking

## **CHI'S GROWTH STRATEGY**

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CHI, established by three Colorado-based health foundations in 2002, is now a \$9+ million organization with a 30-person team.

Several philanthropies including The Colorado Trust, Caring for Colorado Foundation, and the Colorado Springs Health Foundation provide operating support to CHI. These funds cover CHI's core research portfolios, allowing us to conduct the work that is most needed and relevant as a free community benefit.

CHI's primary revenue source is generated from consulting projects we undertake on behalf of foundations, health care delivery systems, state agencies, public health departments, and other health organizations. Today, consulting revenue represents nearly 80% of CHI's operating budget.

## **POSITION PROFILE**

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As the MDFA, the successful candidate will strengthen CHI's business services team and systems and play a critical role in our future success. The MDFA/CFO will lead a team of effective operations directors, accountants, and other administrative team members that currently includes three full-time staff and some contractors. Responsibilities are far-ranging and primarily include:

## **Organizational Strategy and Performance**

- Working in conjunction with the board, CEO, and senior leadership team, support the development of strategic plans and a strategic framework to successfully achieve CHI's business growth objectives.
- Develop systems and metrics to monitor organizational performance and progress toward goals (e.g., dashboards, key performance indicators, benchmarks).
- Obtain and analyze relevant competitive information to assist with rate setting, bidding on projects, and effectively positioning CHI in the marketplace for healthcare consulting.

## **Fiscal Management**

- Provide comprehensive, timely, and accurate analysis and interpretation of all financial information to assist the CEO and senior leadership team in performing their responsibilities.
- Develop tools to communicate and monitor financial goals and progress for consulting opportunities. For example: financial presentations to the board and dashboards for management meetings.
- Develop short- and long-term financial strategy that includes robust revenue and staffing forecasts.
- Develop and monitor budgets, including the annual operating budget and all project-specific budgets.
- Provide budgetary guidance to program staff regarding the preparation and monitoring of individual project budgets.
- Coordinate and oversee the organization's annual financial audit.
- Prepare and ensure the timely and accurate preparation of financial statements, financial reports, special analyses, and informational reports that are used by program staff, the CEO and senior leadership team, and the board of trustees.
- Ensure compliance with all state and federal tax filings and requirements. Develop and implement internal controls, policies, and procedures to ensure compliance with applicable laws and regulations.
- Work closely with finance committee to monitor the overall financial health of the organization.

## **Contracting, Legal, and Risk Management**

- Review and provide input on contracts and agreements with funders, clients, subcontractors, and other CHI business associates to ensure that organizational interests are protected and financial objectives are considered.
- Maintain a system for implementing and monitoring consulting contracts and grant management and reporting.
- Identify and manage the organization's business risks, including securing appropriate insurance and developing internal policies to mitigate risk.
- Ensure that IT and data systems meet or exceed relevant industry standards for security, privacy, availability, and business continuity.
- Serve as liaison to legal representation and coordinate efforts in response to legal needs of the organization (including development of contract templates, policies, etc.).

### **Human Resources and Benefits Administration**

- Serve as a point of contact for HR questions and issues with the support of an external HR consultant who can provide support and mediate specific HR issues and concerns.
- Support and contribute to the organization’s ongoing diversity, equity, and inclusion (DEI) work. This includes working with the senior management team and external contactors to implement best practices and supporting the organization’s in-house DEI workgroup.
- With the support of an external HR contractor, develop, implement, and evaluate personnel policies at the direction of the President and CEO, including modification of these policies as needed.
- Maintain current knowledge of significant changes in relevant HR laws or regulations and lead development of organizational responses to these changes.
- Maintain and assure staff compliance with personnel policies and procedures.
- Serve as primary point of contact with payroll and group benefits providers.
- Serve as the primary interface between staff and benefits/services such as payroll, health and dental insurance, self-funded short-term disability benefit, life and LTD Insurance, retirement plan, Section 125 Flexible Benefits Plan, and Section 132 Transportation Plan.
- Manage the Section 125 Flexible Benefit Plan, Section 132 Transportation Plan, and SDT Plan including claim processing, assuring compliance with federal and state laws. And regulations, and distribution of reimbursements.
- Serve as fiscal agent for the 401K retirement plan.
- Provide new staff onboarding.

### **Board Relations**

- Ensure that the board of trustees and finance committee is provided with timely, relevant, and understandable financial reports to support their work.
- Oversee the preparation and distribution of board materials, meeting notifications, and special communications as needed.
- Provide administrative orientation to incoming board members.

### **General Office Management**

- Supervise administrative support staff and manage and delegate administrative work
- Provide oversight of the purchasing and maintenance of office equipment, computers, and furniture.
- Ensure inventory control of all capital equipment and software.
- Oversee the setup of office space for new staff including email accounts, office furniture, and all necessary communications equipment (e.g., telephone and computer).

### **CANDIDATE QUALIFICATIONS**

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Competitive candidates will possess:

- Ten years’ experience of direct financial management and/or accounting experience required.
- Experience managing personnel, compensation, and benefit systems.
- Experience overseeing effective IT operations.
- Ability to work with and as part of a team of highly motivated colleagues and peers. Team collaboration is very important to our culture.
- Ability to work in high pressure and deadline-driven situations.

- Excellent judgment and problem-solving skills.
- Ability to make decisions quickly while ensuring all relevant team members are included in the decision-making process.
- Ability to look at the big picture and be a thought partner who can recognize when project is at risk of going off-track for time or budget.
- Outstanding verbal and written communication skills.
- Previous experience with federal contracts, procurement processes, and scale as the organization takes on more complex work desired; some experience in reviewing and negotiating business contracts also preferred.
- Previous nonprofit organization and consulting business model experience is preferred.
- Experience reporting to and engaging with a board of directors is preferred.
- Experience in identifying and managing external contractors/outsourced operations.
- Staff management experience and experience with embedding DEI into workplace/processes
- Bachelor's degree required (MBA, CPA, and/or equivalent certification and/or experience preferred).
- A passion for nonpartisan, evidence-based policymaking with the goal of making Colorado healthier for all its residents.

## **CANDIDATE CHARACTERISTICS**

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Successful candidates will have demonstrated:

- Integrity, embodied by being honest and trustworthy;
- Leadership skills, including the ability to inspire others to achieve their best work;
- Initiative, shown by the confidence to make decisions and take risks; and
- Adaptability, key to working in a fast-changing environment.

## **COMPENSATION**

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- Base salary range is \$140,000 - \$175,000, commensurate with experience, coupled with attractive incentive plan.
- Comprehensive benefits program, including medical, dental, vision, 401K, transportation and cell phone stipends, and paid time off annually.

## **HOW TO APPLY**

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Please submit a letter of interest and resume to Carolyn McCormick of Peak HR Consulting, LLC at [carolyn.mccormick@peakhrconsulting.com](mailto:carolyn.mccormick@peakhrconsulting.com). Applications will be accepted until the position is filled, but preference will be given to those applying on or before April 1, 2021.

The Colorado Health Institute is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants on the basis of age, race, ethnicity, sexual orientation, gender, gender expression, religion, national origin, disability, veteran status, or any other status protected by federal, state or local law.