

# HARRIS RAND LUSK

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## Comunilife Chief Financial Officer Job Description

### Background:

Comunilife is one of New York City's most respected and innovative community-based health and housing service providers. Since its founding in 1989, Comunilife has understood that housing is a key social determinant of health for the Hispanic and African American communities. Ninety percent (90%) of Comunilife clients are African American and Latinx, and 50% have Spanish as their primary or sole language. Further, it has been clear to Comunilife that to truly help New York City's Latino community, treatment interventions needed to be grounded in their culture and language. These have been Comunilife's guiding principles for 34 years and are reflected in its mission -- without a permanent place to live it is impossible to overcome the health and social issues that plague our community.

In 2022, Comunilife served more than 3,000 low-income and diverse chronically ill New Yorkers through innovative programs centered on culture and achieving results:

- **Housing:** Since 1992, Comunilife has been one of New York City's leading developers and providers of affordable and supportive housing, and currently operates over 3,000 units of housing for homeless and low-income New Yorkers. Comunilife's continuum of housing includes transitional and permanent housing and ensures that seriously mentally ill and HIV/AIDS homeless New Yorkers receive the appropriate level of care they need to remain stably housed.
- **Medical Respite Program:** Comunilife established the first ever medical respite program in New York 12 years ago and demonstrated the efficacy of integrating health and housing to reduce unnecessary hospital expenses and improve health outcomes. This innovative program has grown significantly in the past five years and provides short term housing to 68 hospital patients who are medically cleared for discharge but have no home in which to complete their recovery.
- **Life is Precious™ Program:** Suicide remains the second leading cause of death for Latina teens. With its Life is Precious™ (LIP) program, Comunilife is a leader in the field of Latina adolescent suicide prevention. Since 2008, LIP has provided non-clinical, culturally competent and community informed services to girls 12 to 17 in the Bronx, Brooklyn, Queens, and Manhattan. In 2023, LIP expanded into Poughkeepsie and Yonkers. In 2024, LIP expanded into Amsterdam and Hempstead, New York.

- ***El Borinquen Residence:*** In the “architectural desert” of the Bronx, El Borinquen stands out as an architectural oasis, designed to integrate the diverse cultural and artistic idiosyncrasies of the Latinx community. It has received multiple Architectural Awards, including, NYCxDesign Award and NYSHFA Project of the Year, Downstate Region, 2023. The Residence houses 148 individuals in affordable and supportive housing, including seniors, formerly homeless and youth aging out of foster care.

**The Position:** Comunilife is looking for an exceptional and strategic CFO with expertise in non-profits and a profound understanding of housing development, asset management, and low-income housing tax credit financing. Reporting to the President/CEO, the CFO provides strategic financial leadership for Comunilife and supports its program growth and financial viability. The CFO is responsible for the hands-on supervision of the Finance Team including the Vice President of Finance and the Director of Contracts and Grants. Along with the President/CEO, the CFO represents Comunilife to entities both internally and externally, including staff, funders, donors, consultants, etc.

The CFO must be able to work closely with the President/CEO, the Board and staff in a transparent, honest fashion that promotes inclusiveness, cooperation, and teamwork. They must be committed to the principles of equity, diversity, inclusion, and justice. The ideal candidate will not only be a highly experienced and effective leader but will be committed to Comunilife’s mission of providing vulnerable communities with housing and culturally sensitive supportive services.

The successful candidate will be highly collaborative and have the ability to build cohesion and coordination among a diverse team working on a wide range of projects across multiple functions and locations, addressing and solving problems as they arise. In addition, they will have strong interpersonal skills, excellent written and oral communication skills, a hands-on management style, have an ability to listen and be inclusive of ideas.

### **Specific Responsibilities**

- Establish and direct fiscal functions in accordance with nonprofit accounting principles, including those set by the Financial Accounting Standards Board (FASB), and industry-specific financial management practices.
- Provide strategic financial leadership and act as the principal financial advisor to the President/CEO, Board of Directors, and Senior Management Team.
- Conduct timely and accurate analysis of budgets, financial reports, and trends to support decision-making by the President/CEO, Board of Directors, and Senior Management Team.
- Oversee the development and management of the organization’s annual budget.
- Manage grants and contracts systems, integrating the annual budget and restricted funding, and monitoring budget modifications, contract reporting, revenue vouchering, and collection processes.

- Collaborate with the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Establish and enforce sound fiscal policies, procedures, and controls.
- Oversee cash flow planning to ensure the availability of funds as needed, managing cash, investments, and assets, and evaluating the need for obtaining credit or investing surplus.
- Work closely with funding sources, including NYS OMH, DASNY, OTDA, The AIDS Institute, NYC-DOHMH, NYCDHS, HRA/HASA, and others.
- Collaborate with the President/CEO and relevant staff on housing finance strategies, including Low-Income Housing Tax Credits, bond and loan financing, and mortgage refinancing.
- Serve as the administrator and trustee for the organization's pension plan.
- Lead both internal and external auditing efforts.
- Manage and maintain the integrity of the organization's Medicaid billing systems.
- Create, manage, and develop a capable Finance Team.

### **Qualifications**

- Extensive knowledge of nonprofit programs and fiscal management.
- Profound understanding of housing development, asset management, and low-income housing tax credit financing.
- Financial Expertise: Possess a strong background in finance and accounting, including financial management, budgeting, and financial reporting.
- Nonprofit Experience: Previous experience in the nonprofit sector is essential, with a deep understanding of its unique financial challenges and compliance requirements.
- Strategic Thinking: Provide strategic guidance on financial planning and decision-making, analyzing financial data to support Comunilife's strategic goals. Extensive experience and judgment in planning and achieving goals.
- Leadership and Management: Demonstrate strong leadership and management skills to effectively lead and develop the finance team.
- Communication: Excellent communication skills are required to interact with stakeholders, including the board of directors, executive, and donors, conveying financial information effectively.
- Ethical Standards: Uphold high ethical standards, ensuring transparency and accountability in financial matters to maintain trust and support from funders, donors, and investors.
- Technology Proficiency: Comfortable with financial software and knowledgeable about emerging technologies to improve financial operations.
- Strong management skills with expertise in both principles and people management. Experienced in working with various service programs.
- Excellent judgment and practical day-to-day experience collaborating with diverse groups of people.

- Highly developed and creative problem-solving skills.
- Ability to handle confidential information with discretion and integrity.
- Proficiency in Microsoft Word, Excel, and PowerPoint.

**Compensation:** Comunilife is based in New York City and offers a competitive salary and benefits package. Salary is expected to be in the \$250 range.

*Comunilife is an EEO employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

For more information about Comunilife, please visit their website at [www.comunilife.org](http://www.comunilife.org).

**To Apply:**

Comunilife has retained the services of Harris Rand Lusk (HRL) to conduct this search. Inquiries, nominations, and applications may be directed in confidence to the attention of:

Miriam Martinez, PhD, Senior Director  
Anne McCarthy, COO  
Harris Rand Lusk  
260 Madison Avenue, 15<sup>th</sup> Floor  
New York, NY 10016

Please send you resume and cover letter by email to [amccarthy@harrisrand.com](mailto:amccarthy@harrisrand.com) and [mmartinez@harrisrand.com](mailto:mmartinez@harrisrand.com)

The subject line of your email should read "Comunilife CFO"