

GoodCitizen

Center for Action and Contemplation
Chief Financial Officer
Location: US Remote, Albuquerque preferred

About the Center for Action and Contemplation

The [Center for Action and Contemplation](#) (CAC) is an educational nonprofit introducing seekers to the contemplative Christian path of transformation. Franciscan [Richard Rohr](#) founded the CAC in 1987 because he saw a deep need for the integration of both action and contemplation. Richard's hope was to found a "school for prophets" rooted in contemplative wisdom and supporting social and spiritual renewal. As he likes to say, "The most important word in our Center's name is neither Action nor Contemplation, but the word and."

Based in Albuquerque, CAC programs and resources are designed to provide spiritual wisdom and guidance in support of inner and outer transformation. CAC offers learning opportunities through daily meditations, podcasts, online education, bookstore, events, and the Living School. CAC programs reach hundreds of thousands of people around the world, including more than 400,000 daily email subscribers. CAC's current topline goal is to reach seven million+ people total and support one million+ people to adopt a contemplative spiritual path by 2027.

Financial Philosophy

CAC's [Financial Philosophy](#) defines the key guiding principles for how the organization and staff engages with money. The organization recognizes that how it approaches financial management is a direct reflection on its worldview, values, and engagement with finances to advance the mission. To effectively implement organizational values and the founder's teaching across the organization, CAC commits to the following key financial operating principles:

- We operate from a clear definition of "enough."
- We practice transparency.
- We seek for money to never be the barrier to participation.
- We understand exchanges of money first and foremost as vehicles for advancing our mission and message.
- We commit to spend simply, equitably, and sustainably.
- We lead with giving and generosity.

The Opportunity

The Chief Financial Officer (CFO) serves as a member of CAC's executive team and

spearheads the organization's overarching revenue strategy, finance and analytics functions in service to the organization's mission and goals. As a member of the executive team, they partner with other leaders to develop CAC's goals and strategy and lead the Finance and Business Analytics department in a manner that builds a mission- and values-driven culture and team experience. They oversee financial strategy and forecasting, budget management, cost-benefit analysis, and cash management. They are also accountable for the financial and risk management operations of the organization, to include the development of a financial strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to steward organizational assets, manage legal and financial risk, and report accurate financial and performance results.

Key Responsibilities

Strategy and Leadership

- Act as a strategic business partner and the senior-most financial and analytics officer on the Executive Leadership Team (ELT), helping ensure the organization's goals, strategy, and plans advance its mission effectively.
- Liaise with the Board of Directors as needed, including as the principal management liaison to the Finance and Operations Committee.
- Partner with other executive leaders to define and role model the organization's values and desired leadership culture, including by spearheading implementation of CAC's Financial Philosophy.
- Build and manage a world-class Finance and Business Analytics department, including department design and recruiting, effective communication of organizational and departmental mission and goals, and consistent role modeling, feedback, and coaching for department leaders and staff in support of CAC's cultural and professional goals and expectations.
- Spearhead development and management of departmental plans, budgets, and performance in relation to approved organizational goals, budgets, and key metrics.
- Supervise and inspire a small team, ensuring a culture of equity, collaboration, strong communication, continuous learning, transparency, and inclusivity.

Financial Planning and Business Analysis

- Assist in formulating CAC's strategic direction by developing and assessing financial forecasts and revenue strategies in relation to CAC's Financial Philosophy, approved strategic goals and initiatives, and industry best practices, informing the pace, sequencing, and direction of growth.
- Develop and oversee the strategy for collecting and utilizing business data to provide management-level insight into organizational performance, including progress toward financial, programmatic, and strategic goals and key performance indicators (KPIs).

- Lead the development and maintenance of program pricing and revenue guidelines that align with the overall revenue model and Financial Philosophy.
- Support the identification, development, and analysis of business initiatives, product launches and/or new service offerings, as needed.
- Support the Board of Directors in identifying investment opportunities aligned with the organization's values, Financial Philosophy, and strategic goals; manage and track the performance of investments at the direction of the Finance and Operations Committee.

Accounting and Risk Management

- Manage the development, approval and implementation of the annual budget and capital projects.
- Develop and oversee a system of assigning and implementing royalty payments for guest teachers.
- Support the Finance and Operations Committee in overseeing the independent audit of CAC and the submission of the annual Form 990.
- Oversee legal and financial risk management in collaboration with the Finance and Operations Committee and outside legal counsel as needed, ensuring adequate insurance coverage for the full range of business activities.
- Ensure that internal controls and processes for cash flow management, financial forecasting, budgeting, analysis, and reporting are effective and accurate.
- Personally manage major donations requiring special attention such as liquidating large securities or other non-cash items.
- Oversee processes to monitor and approve contractual relations established by the company including business partnerships, publisher agreements and copyrights.
- Ensure compliance with applicable federal, state and local regulatory laws and rules for financial and tax reporting.

Ideal Candidate

- **Leadership:** Effectively manages self, relationships, and results. Sets a vision, activates aspiration, and guides individual and teams to accomplish the mission. Leads and supports personnel in a way that generates trust, respect, loyalty, and enthusiasm.
- **Management:** Plans, organizes, directs, monitors and controls work to create an effective and efficient department.
- **Problem Solving:** Analyzes problems, understands root causes, and applies systems solutions to create beneficial and long-lasting change.

- **Decision Making:** The ability to make decisions and the quality and timeliness of those decisions.
- **Performance Management:** Sets clear expectations and agreements, provides training and development. Delegates and empowers appropriately. Approaches performance issues with a systems and growth mindset. Determines the cause of the issue and supports the employee's improvement with coaching, adaptive leadership, and direct feedback. When appropriate, provides corrective action quickly, directly, and respectfully.
- **Team Development:** Understands the stages of team development and successfully builds a high performing and healthy team. Manages differences, elevates strengths, and provides the leadership necessary for a group of people to come together to create extraordinary results.

Qualifications

- 15 years of progressively responsible finance and accounting experience
- Proven leadership and project management skills
- Experience as an effective member of an executive team
- Experience working with external auditors, internal controls, and compliance-related issues
- Knowledge of contemplative traditions and experience within the current landscape of contemplative teaching and practice is a plus
- Masters degree in Finance or Business Administration is a plus

Location and Salary

The salary for this position is \$165,000-\$175,000. CAC salaries are one part of a generous total rewards package that also includes industry-leading flexibility, benefits, and paid leave. Salaries are established based on a grade system designed to ensure competitiveness with industry standards as well as pay equity. Final salary will be determined based on the specific qualifications of the candidate in relation to the salary grade and predetermined criteria.

This role is remote in the United States with a preference for this leader to be based in the Albuquerque area. CAC provides relocation assistance.

Center for Action and Contemplation's EEO Statement

The CAC believes that diversity makes us better. The CAC welcomes and values the diversity of age, race, color, national origin, ancestry, religion, gender and gender identity, sexual orientation, family medical history or genetic information, pregnancy, parental status, military service, veteran status, citizen status, political affiliation, disability status, or any other non-merit-based factor.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the “[Become a Candidate](#)” button. Letters may be addressed to Martens Roc

Applicants applying by Monday, September 23rd will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by the Center for Action and Contemplation to lead this search. For questions, please contact:

Martens Roc
Managing Director
202.933.7616
martens@goodcitizen.com

Cody McCarthy
Engagement Manager
206.309.5591
cody@goodcitizen.com

Tonisha Idowu
Sr Associate
202.753.9075
tonisha@goodcitizen.com