

GoodCitizen

REDF

Chief Financial and Administrative Officer

Location: Remote - Los Angeles or San Francisco, preferred

About REDF (The Roberts Enterprise Development Fund)

REDF invests in employment social enterprises (ESEs) — businesses that provide jobs, training, and support to people breaking through barriers to employment. REDF partners with these businesses and the entrepreneurs who lead them — providing capital, capacity, and community — to amplify their transformative impact. Since 1997, REDF has invested in 302 ESEs in 41 states and DC. Collectively these partnerships have helped 133,500 people enter the workforce and generated more than \$2.5 billion in revenue that is reinvested in employee success — creating a ripple effect that strengthens families and communities and helps build an economy that works.

For more information about REDF, visit redf.org.

The Opportunity

REDF seeks a visionary and operationally driven Chief Financial and Administrative Officer to provide strategic leadership, financial oversight, and operational management across the organization. This role will be responsible for the organization's finance, human resources, and information technology functions, helping to ensure that REDF's mission is fulfilled through efficient and strategic operations.

The CFAO will report directly to the CEO and collaborate closely with the executive team, guiding the organization through a phase of growth while contributing to broader enterprise leadership. This is an exciting opportunity for an innovative, mission-driven leader to significantly impact the strategic direction of a growing nonprofit.

Key Responsibilities

Executive Leadership

- Contribute to the leadership team, providing strategic insights to drive the organization's success;
- Lead cross-functional initiatives that align with REDF's mission and goals;
- Model organizational values and promote a culture of collaboration, innovation, and accountability;
- Lead with a lens of DEI at the forefront – whether it relates to talent acquisition and development, vendor selection, or culture.

Accounting & Financial Management

- Lead the budgeting, forecasting, and financial management processes;
- Foster and develop a dynamic high-performing team;

- Oversee financial reporting and compliance, including ensuring timely and accurate reports to internal and external stakeholders;
- Build sustainable financial models and provide guidance on cash flow and funding pipeline projections;
- Work with the Controller and finance team to ensure efficiency and adherence to fiscal policies;
- Develop and connect accounting system data to program outcomes data to evaluate the effectiveness of program services, and support program decision-making and key learnings;
- Analyze trends, risks, and opportunities and prepare executive reports that clearly tell our financial story for management, the finance committee, and the board;
- Serve as liaison to the finance committee, the audit committee, and our board treasurer – leading and managing committee meetings, ensuring their active fulfillment of their fiduciary duty, presenting the annual budget for understanding, negotiation, and approval.

Talent Management & Human Resources

- Develop and implement people strategies that foster an inclusive and equitable work environment;
- Lead efforts to improve talent acquisition, retention, and professional development practices;
- Oversee compensation and benefits, ensuring alignment with REDF's goals as an employer of choice;
- Manage the performance management process and support the development of a high-performing culture.

Information Technology

- Oversee REDF's IT strategy, working closely with the IT service providers and internal stakeholders to ensure technology solutions meet business needs;
- Manage IT infrastructure and ensure compliance with security and scalability requirements;
- Align technology with organizational goals to improve productivity and efficiency.

Ideal Candidate

The ideal candidate for the CFAO role at REDF will be a strategic and operational leader with extensive experience in financial management, human resources, and technology systems. They will have a proven track record of managing complex, mission-driven organizations, ideally within the nonprofit sector, and a strong understanding of nonprofit accounting and compliance. As a key member of the executive team, this individual will contribute to REDF's strategic direction, providing financial oversight and leading cross-functional initiatives that ensure the organization's continued growth and success. Expertise in budgeting, forecasting, and sustainable financial modeling will be essential, alongside the ability to foster an inclusive, high-performing culture within the organization.

Beyond professional qualifications, the ideal candidate will have a deep personal connection to REDF's mission of transforming lives through employment. They will be passionate about using their expertise to create impact for individuals facing barriers to employment, such as those experiencing homelessness or with histories of incarceration. A commitment to equity,

inclusivity, and social impact will drive their leadership approach, inspiring teams to deliver on REDF's mission. This personal alignment with the organization's goals will allow the candidate to bring a genuine sense of purpose and empathy to their role, ensuring that operational excellence directly supports the lives of the individuals REDF serves.

Qualifications

- Bachelor's degree in finance or a related field; MBA preferred;
- Executive leadership experience in financial and operational management, ideally within a nonprofit environment;
- Strong understanding of nonprofit accounting, including experience with government funding, grants, and compliance, preferred;
- Experience overseeing human resources and building a culture of performance and accountability;
- Expertise in managing enterprise-level technology systems and optimizing IT infrastructure;
- Excellent communication skills and the ability to work collaboratively across all levels of an organization;
- Strong confidence in their point of view, along with the ability and humility to be influenced by other perspectives;
- High integrity, serious about execution, but doesn't take themselves too seriously in the process;
- Ability to travel for team retreats and other leadership engagements.

Compensation & Benefits

San Francisco or Los Angeles are preferred locations, but the CFAO role is open to remote candidates. The salary range for this position is \$200,000-\$250,000 and will be adjusted according to the candidate's location.

REDF offers a generous benefits package including the following:

- 13 paid holidays, Summer Fridays, and ample paid time off;
- 16 weeks fully paid parental leave for birth parents and 8 weeks for non-birth parents;
- A generous dollar-for-dollar retirement plan match up to 4% of your base compensation;
- Opportunities to learn continuously by building your skills and broadening your perspectives at conferences, workshops, and more;
- Competitive, comprehensive benefits package;
- Flexible working schedules, support for big life events, and home office equipment for an ergonomic working space.

REDF's EEO Statement

REDF is proud to be an equal opportunity employer. At REDF, their different experiences, backgrounds, and stories are their strength. They know that an equitable, inclusive, and diverse workplace makes them more effective, innovative and agile. REDF welcomes and will consider qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, disability status or arrest and conviction history. EEO is the Law. REDF welcomes all.

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 on the GoodCitizen Website. Letters may be addressed to Kevin Bryant.

Applicants applying by **November 3rd** will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by REDF to lead this search. For questions, please contact:

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