



Position Description

Position Title:	Chief Financial and Administrative Officer (CFAO)
Location:	Remote, USA
Department:	Finance and Operations
Reports To:	Chief Executive Officer

Winrock International (Winrock) is a non-profit organization that works around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock strengthens the capacity of women, children, youth, civil society organizations, and businesses to actively participate in sustainable development and to positively impact society.

Winrock seeks a visionary, strategic Chief Financial and Administration Officer (CFAO) who will partner with the CEO and other Executive Team leaders to ensure Winrock's financial stability, administrative efficiency, and compliance with regulatory and donor requirements. This role demands a strategic leader with exceptional financial acumen, administrative expertise, and a commitment to advancing Winrock's mission.

POSITION SUMMARY:

The Chief Financial and Administrative Officer (CFAO) is a critical member of the Executive Team reporting to the CEO and responsible for overseeing the financial health and administrative functions of the organization. This position plays a key role in strategic planning, financial management, and administrative efficiency, ensuring that the organization meets its goals and objectives and works to ensure better alignment and compatibility between finance and process-related business areas.

The CFAO provides decision support and advises the Executive Team, assisting to evaluate financial plans and models, donor engagement and meeting organizational fiscal, fiduciary and administrative responsibilities for the organization.

The CFAO is responsible for modernizing and strengthening core systems and processes, while enhancing financial, operational, technological, and facilities infrastructure. At Winrock, the CFAO manages Corporate Operations, US & International Accounting, Financial Planning & Analytics, and IT.

The ideal candidate must demonstrate a passion for and dedication to Winrock's mission and build on Winrock's strengths and invest in building organizational capabilities.

MAJOR RESPONSIBILITIES:

Strategic and Administrative Leadership:

- Lead financial strategy development to support organizational growth, sustainability, and alignment with strategic goals.
- Work with the CEO on the development and execution of the organization's updated strategic plan and business model to align with the mission and updated strategic vision and goals.
- Develop and implement financial systematic strategies to support expansion of the organization's donor base beyond USAID, targeting other international donors, foundations, and private sector partners in partnership with the Executive Team.
- Provide strategic direction and leadership for all financial, IT, and administrative activities.
- Consistently evaluate industry and organizational trends and opportunities to enhance administrative excellence, innovation, and efficiency.
- Lead and implement development of organization wide administrative best practices focusing on addressing structural change.

Administrative Excellence - Financial Planning & Analysis (FP&A), Modeling & Financial Management:

- Oversee all financial and administrative corporate operations, including budgeting, forecasting, financial reporting, analysis, and IT.
- Enhance and implement robust systems, policies, internal controls, and procedures to ensure compliance with donor regulations (e.g., USAID) and mitigate risks.
- Manage cash flow, investments, financial risk, and adherence to organizational policies and legal requirements.
- Direct the FP&A function, providing insightful analysis, recommendations, and financial models to drive decision-making and strategic planning.
- Monitor key financial metrics and KPIs to enhance organizational performance.
- Plan, coordinate, and execute the annual budget process and NICRA negotiation.
- Ensure efficient financial support for program delivery and program operations by evaluating performance through robust systems.
- Identify and mitigate financial and operational risks while upholding the highest ethical standards in all activities.

Team Leadership and Development:

- Cultivate a high-performance culture and lead and mentor a diverse team of finance and corporate operations professionals.
- Foster a culture of accountability, transparency, and continuous improvement.

- Promote professional development and capacity building within the finance and operations teams. Focus on leadership development programs to empower emerging leaders, enhance executive capabilities, and create a robust succession plan.
- Cultivate an effective project finance team that collaborates with programs closely to ensure effective and compliant financial management of projects.

QUALIFICATIONS AND BACKGROUND:

Education: MBA or master's degree, preferably in Finance, Accounting, Business Administration, or similar discipline required. CPA license preferred.

Experience:

- Overall experience of 20+ years with a minimum of 15 years of progressive leadership experience in financial management and operational oversight, with significant focus on USAID and US Government funded projects.
- Extensive experience in FP&A, including financial modeling, budgeting, and analysis, with a proven ability to manage complex, multi-currency budgets that align resources with donor funding.
- Business acumen in financial reporting and leveraging data for decision-making and continuous improvement.
- Exceptional strategic thinking and problem-solving skills, with the ability to make data-driven decisions and provide actionable recommendations.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse groups, including board members, staff, donors, and external partners.
- Outstanding leadership abilities, characterized by unwavering determination and strong personal ethics.

Additional Skills:

- Exceptional strategic thinking and problem-solving skills, with the ability to balance high-level vision with operational execution.
- Superior leadership and interpersonal skills, with a proven track record of inspiring and managing diverse teams across cultural and geographic contexts.
- Strong financial acumen, including experience managing budgets, optimizing resource allocation, and driving cost-effective programming.
- Familiarity with non-USG donors preferred, including bi-lateral and multilateral donors, private foundations, corporate foundations and other philanthropic entities.
- Commitment to Winrock's mission, values, and principles, with a focus on equity, inclusion, and sustainability.

Computer/Technical Skills: Proficient with MS Office. Costpoint familiarity preferred.

Communication Skills: Excellent verbal and written communication skills required.

Language: Fluency in English required, proficiency in a second language preferred.

Required Travel: Travel to either the Little Rock, AR or Arlington, VA offices on a monthly basis. International travel is required, approximately 20- 30%.

Winrock does not discriminate in its recruitment practices and provides opportunity for all people regardless of race, color, religion, sex, gender, national origin, age, disability or any other basis protected by law.

At Winrock we have a clear mission: Empower the disadvantaged, increase economic opportunity and sustain natural resources through unwavering dedication to accountability, equity, innovation, integrity and transformation.

#LI-DNI