



# Greater Cleveland Food Bank

**Position:** Vice President & Chief Financial Officer  
**Company & Links:** Greater Cleveland Food Bank  
[www.greaterclevelandfoodbank.org/](http://www.greaterclevelandfoodbank.org/)

**Location:** 15500 South Waterloo Road  
Cleveland, OH 44110

**Reporting Relationship:** President & CEO

## OUR CLIENT

The Greater Cleveland Food Bank (GCFB) is the largest hunger relief organization in Northeast Ohio having served more than 343,000 people in Cuyahoga, Ashtabula, Geauga, Lake, Ashland and Richland counties in FY2021. The organization's mission is to ensure that everyone in these communities has the nutritious food they need every day.

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GCFB does this through both food distribution and SNAP outreach efforts. As the central clearinghouse for donated and rescued food, the Food Bank solicits, collects, sorts, and distributes nonperishable food, fresh produce, perishable and frozen food, and prepared meals to local hunger centers and other nonprofit agencies. The Food Bank operates a community food distribution center, providing food and other critical grocery products annually to more than 1,000 local food pantries, hot meal programs, shelters, mobile pantries, programs for the elderly and other nonprofit agencies. In addition, GCFB prepares nutritious meals in its Food Bank Kitchen and takes hundreds of calls daily in the Help Center, referring low income callers to local agencies and signing-up eligible Northeast Ohioans for the SNAP program and other benefits.

The Food Bank provided almost 57 million pounds of food in 2020! That is 9 million more than the year prior. We also prepare nutritious meals in our Food Bank Kitchen and take hundreds of calls a day in our help center, where we refer low income callers to local agencies and sign-up eligible Northeast Ohioans for the SNAP program and other benefits.

The organization has over 160 employees, and currently operates a 127,000 sq. ft. distribution center in Cleveland. Plans to expand their distribution center has lead to a new location with a construction completion target date of August of 2022 and will be 197,000 sq. ft. Once moved, the previous distribution center will become the Client Center. GCFB has total revenue from food programs and operations of over \$165M budget, representing over \$79MM in food program revenues, and almost \$16MM in agency revenues from the annual Harvest for Hunger campaign, grants and donations and agency and government fees. The Food Bank's efforts were aided by the assistance of over 21,000 volunteers donating the equivalent time of over 40 FTEs to the agency. The GCFB is among the 20 largest food banks in the nation and is an active member of the Ohio Association of Foodbanks and the

nationwide Feeding America organization and is designated as the local coordinating agency for the Harvest for Hunger campaign.

## Core Values

- **Fostering Engagement:** Collaborating with our community and embracing diverse ideas and perspectives.
- **Excellence:** Being good stewards of community resources, setting high standards and focusing on continuous improvement and innovation.
- **Empowerment:** Encouraging, educating, and supporting our partners, volunteers, employees and all those touched by hunger to contribute to our fullest potential.
- **Dedication to Service:** Providing leadership in the hunger relief movement while keeping the people we serve at the center of all we do.

## Position Summary

This is an exciting time to join The Greater Cleveland Food Bank as the Vice President & CFO. Reporting directly to the CEO, the Vice President and CFO is directly responsible for furthering the mission of the Greater Cleveland Food Bank by ensuring financial resources are accurately accounted for, prudently managed, and sufficient to support the programs and services necessary to meet the needs of the clients. The VP & CFO is a strategic advisor to the President & CEO and leads the internal administrative departments which ensure employees have all the tools and resources needed to serve our community.

This critical role is one of the most impactful positions within the organization, the VP & CFO is responsible for leading, planning and overseeing all financial and fiscal management aspects of the organization's operations. The organization is completing the Strategic Plan for 2019-2021 (extended one year) and currently formulating the next Strategic Plan for 2023 – 2025. With an operating budget of \$28M (\$114M total including value of food), the VP & CFO will provide leadership and coordination in the administrative, information technology, business planning, accounting, compliance and budgeting efforts of the organization. In addition, the position will direct, with overall responsibility for, internal controls, forecasts, financial reporting, compliance and budgetary controls as well as treasury management and banking.

The VP & CFO will directly lead a total of two supervisory employees; Director of Information Technology and Controller with a span of control of 11 people within accounting, IT and administrative staff to reach organizational goals and provide excellent internal and external customer service. Other important relationships include: representatives of partner organizations such as Feeding America and other food banks in Ohio; representatives of the 700+ member agencies; federal, state and local elected officials and their staffs; community leaders from business, healthcare and other nonprofit organizations and agencies; GCFB volunteers; outside financial advisors, vendors and consultants; clients and their families.

## Responsibilities

- Oversee the preparation and control of the organization's budgets and forecasts. Interpret operating results as they affect the financial aspects of the organization and make specific recommendations for cost reduction, revenue enhancement and surplus improvement.
- Develop and analyze statistical and accounting information in order to appraise operating results in terms of financial position, performance against budget or forecast, and other matters bearing on the fiscal soundness and operating effectiveness of the organization.

- Establish effective budgeting systems and reporting mechanisms for operating and capital needs.
- Serve as an active and engaged member of the Senior Leadership Team. Participate in key decisions pertaining to strategic initiatives and operational execution.
- Provide financial information and support to management and the Board in the formulation and execution of strategic plans and objectives for the organization. Create long range financial plans for fulfilling operating and capital budget needs based on strategic plans and initiatives.
- Ensure financial statements are prepared in accordance with Generally Accepted Accounting Principles and oversee the preparation of the annual audit and the Form 990.
- Ensure Charity Navigator, Guidestar and Cleveland Better Business Bureau are updated annually with the most up to date information.
- Ensure effective financial and information technology internal controls for the organization. Continually evaluate established policies and procedures, and update or modify them as necessary.
- Ensure compliance and accurate reporting with the food bank's Regulatory/Compliance Reporting Policy, and the Better Business Bureau Wise Giving Alliance Standards for Charity Accounting.
- Complete financial analyses of organizational cash flow, investment strategies, banking relationships, debt management, etc. Develop and implement improvements as necessary.
- Along with the appropriate board committee chair, lead the Finance and Audit Committees of the Board.
- Work directly with the Finance Committee to develop and maintain effective Investment Policies for all investments and continuously monitor and review investment performance. Maintain primary responsibility for relationship with external Investment Manager(s) to ensure that the organization's investments are managed in accordance with those policies and that Committee and Board reporting and information needs are met.
- Work with the Audit Committee and our auditors to ensure a thorough annual auditing process and to oversee compliance.
- Develop and maintain good working relationships with banking, insurance, and non-organizational personnel in order to facilitate financial activities.
- Ensure that the organization's professional reputation is maintained. Ensure appropriate levels of confidentiality regarding the organization's operations.
- Provide overall leadership and supervision to the Accounting and Information Technology departments and ensure sufficient back-up or succession.
- Maintain required job knowledge, skills, and core professional competencies. Attend and participate in required educational programs and staff meetings.
- Act as a resource to the Feeding America Financial Leaders network.
- Perform other duties and special projects as assigned.

## Top Competencies

- **Leadership:** possesses breadth, presence and ability to manage, influence and inspire others.
- **Mission:** able to embrace and champion GCFB's mission.
- **Visionary:** can articulate vision to others at all levels of the organization and community.
- **Communication:** excellent oral and written communication and presentation skills; active listener.
- **Integrity:** possesses the highest personal ethical and moral standards.
- **Compassionate:** demonstrates a sincere desire to care and provide for those who are less fortunate; exhibits genuine support for distribution of food to the hungry.
- **Interpersonal skills:** personable; can relate to people of diverse social, economic and cultural backgrounds; demonstrates emotional maturity
- **Decision making:** demonstrates good judgment and firmness in decision-making; carefully assesses facts of a situation and weighs alternatives: able to make difficult decisions.

- **Innovation:** takes initiative; a proactive person who demonstrates leading edge thinking; open to evaluating and trying new ideas.
- **Commitment to DEIB Principles:** increases workforce diversity at all levels through enhanced recruitment and sourcing efforts; diversity in vendor/supplier and external partnerships to increase diversity where gaps exist; educates staff and people leaders by providing resources about DEIB related topics and how to interact with diverse groups

## Education and Qualifications

- **Education:** Bachelor's degree in accounting, finance, or business management. MBA preferred. CPA strongly preferred.
- **Organization leadership:** Ten or more years of high-level accounting experience. Five or more years of supervisory experience; or equivalent combination of education and experience.
- **Previous Experience:** Previous accounting experience with a nonprofit or public accounting firm preferred. Thorough knowledge of financial and accounting practices and procedures and Generally Accepted Accounting Principles.
- **Staff leadership:** Four to five years of management experience required.
- **Mission-focused:** demonstrated commitment to organization's mission to feed the hungry.
- **Resource development:** experience with varied funding sources including state and federal grants, private donors, foundations and corporate philanthropy.
- **Fiscal management:** experienced in developing, managing, and dealing with budgets of at least \$15 million.
- **Leadership Team:** serve as an active and engaged member of the Senior Leadership Team. Participate in key decisions pertaining to strategic initiatives and operational execution
- **Management:** demonstrated success in managing and developing strong staff members through a team-oriented management style focused on achieving results, continuous improvement, and performance excellence.
- **Planning:** experience successfully working with staff to develop and implement strategic vision and tactical plans.
- **Board relationships:** along with the appropriate board committee chair, lead the Finance and Audit Committees of the Board.
- **Diversity:** experience working with diverse groups; promotes diversity programmatically.
- **External relationships:** maintain primary responsibility for relationship with external Investment Manager(s) to ensure that the organization's investments are managed in accordance with those policies and that Committee and Board reporting and information needs are met. Additionally, develop effective relationships with other community "players" including local, state and federal officials and organizations, nonprofit organizations, businesses and other provider and donor organizations.
- **Community relationships:** active in other community-based organizations.
- **Negotiation:** able to effectively negotiate "win-win" solutions to issues and conflicts.

## Compensation and Benefits

The successful candidate will be offered an attractive compensation and a comprehensive benefits package.

**The ideal candidate will reside within commuting distance of the GCFB (15500 Waterloo Road, Cleveland, OH 44110) as relocation assistance is not available at this time.**

If you are a CFO/Finance Leader who meets the qualifications and strongly aligns with the mission, vision and core values of the Greater Cleveland Food Bank; who leads with integrity, openness, authenticity and humility, we are interested in speaking with you.

Please submit your interest in confidence to:

**Karen Nichols** | Sr. Consultant, Executive Search | [knichols@rtcpi.com](mailto:knichols@rtcpi.com) | mobile 412-638-0880