

## **Chief Financial Officer (CFO)**

Keystone Symposia, Silverthorne, CO.

### **Position Overview**

Keystone Symposia is seeking a highly qualified and experienced Chief Financial Officer (CFO) to join our leadership team. As the CFO, you will play a critical role in shaping the financial strategy, stewardship, and operations of the organization. This position offers a unique opportunity to work closely with the Executive Leadership Team and Board of Directors to support the organization's mission, enhance fiscal responsibility, and ensure financial sustainability.

The ideal candidate will have a robust background in nonprofit financial practices, financial management, and strategic planning, as well as a demonstrated ability to lead cross-functional teams in a collaborative and dynamic environment. Candidates will stand out with strong controller experience and proven excellence managing an accounting team. If you are passionate about advancing science and want to contribute to a mission-driven organization, we invite you to apply.

### **Key Responsibilities**

#### **Essential skills**

- **Financial Management and Reporting:**
  - Oversee the preparation of accurate and timely financial reports, including budgets, forecasts, income statements, balance sheets, and cash flow reports.
  - Adapt financial strategies as needed during periods of economic uncertainty.
  - Monitor financial performance against budgetary goals, recommend corrective actions, and ensure the organization remains financially sound.
  - Ensure compliance with nonprofit accounting standards, regulations, and tax filings.
  - Maintain strong relationships with external auditors, external investment firms, and banks.
  - Supervise the finance team, managing day-to-day financial operations, including accounts payable/receivable, payroll, and grants management.
- **Financial Strategy and Leadership:**
  - Lead the development and execution of Keystone Symposia's financial strategy to support the organization's nonprofit mission and long-term goals.
  - Provide visionary financial leadership and ensure fiscal responsibility across all levels of the organization.

- Partner with the CEO, executive team, and Board of Directors to make informed financial decisions and offer insights on financial health and strategy for the organization.
- **Risk Management and Compliance:**
  - Develop and implement robust financial controls and risk management procedures to safeguard the organization's assets.
  - Ensure adherence to federal, state, and local regulations, including nonprofit tax laws, grants, and regulatory requirements.
  - Provide advice on the risk and financial impact of various business decisions and help mitigate potential financial risks.
- **Resource Allocation and Financial Planning:**
  - Develop and manage the annual operating and capital budgets.
  - Monitor and manage the organization's investments and endowment funds.
  - Identify opportunities for cost efficiencies and revenue generation to ensure long-term financial health.
  - Guide the organization in financial decision-making, including strategic investments and resource allocations.
- **Fundraising and Grant Management:**
  - Collaborate with the development team to help secure funding through grants, donations, and sponsorships.
  - Oversee financial reporting for grants and funding sources, ensuring transparency and accuracy in reporting to funders.
  - Help to build strong relationships with donors, funders, and stakeholders to support financial sustainability.
- **Performance Expectations**
  - Budget accuracy where forecast and actuals are within industry standards.
  - Efficiency in financial reporting encompassing both presentation of the results to the board of directors as well as to financial auditors and meeting agreed upon timing.
  - Achieve agreed upon growth in financial reserves.

## **Qualifications**

- **Requirements for Qualified Applicants:**

- At least 15 years of progressively responsible experience in financial management, including nonprofit financial leadership, with a demonstrated track record of success.
  - Bachelor's degree in finance, accounting, business administration, or a related field required; MBA, or equivalent advanced degree preferred.
  - Current CPA license required.
  - Experience in non-profit accounting required.
  - US Citizenship or legal permanent residency required.
  - Working in our Silverthorne, Colorado office is required at least 3 days per week; 5 days per week is preferred.
- **Education and Experience:**
    - Bachelor's degree in finance, accounting, business administration, or a related field required; MBA, or equivalent advanced degree preferred.
    - Current CPA required.
    - Proven experience managing significant budgets, financial strategy, and financial reporting in a nonprofit or academic organization.
    - Strong understanding of nonprofit financial management, accounting principles, and government regulations.
    - At least 15 years of progressively responsible experience in financial management, including nonprofit financial leadership, with a demonstrated track record of success.
    - Experience working with Board members, executive teams, and donors to support mission-driven goals.
- **Skills and Abilities:**
    - Strong analytical and problem-solving skills, with a data-driven approach to decision-making.
    - Excellent communication skills, with the ability to present complex financial information in a clear and accessible way to non-financial stakeholders.
    - Proven leadership capabilities, including team management, mentoring, and fostering a collaborative environment.
    - High level of integrity, confidentiality, and ethical standards.
    - Thrives in a collaborative team-based environment.

- Proven proficiency in financial software.

### **Why Keystone Symposia?**

Keystone Symposia on Molecular and Cellular Biology is a globally recognized nonprofit organization that organizes scientific meetings. With a strong legacy of hosting high-impact conferences and symposia, we bring together thought leaders and innovators from around the world to advance scientific discovery. Our mission is to facilitate the exchange of cutting-edge research and stimulate collaborations that drive forward biomedical advancements.

- **Mission-Driven Impact:** Play a key role in supporting groundbreaking scientific research that has the potential to change lives.
- **Collaborative Culture:** Work alongside a passionate, innovative, and supportive team committed to advancing global scientific discovery.
- **Comprehensive Benefits:** Keystone Symposia offers a competitive salary and benefits package, including health insurance, retirement plan options, and generous paid time off.
- **Salary:** The salary range for this position is \$200,000 to \$220,000 depending on experience.

### **Application Instructions**

If you are ready to make a significant impact at a leading nonprofit organization that's advancing science and fostering global collaboration, we encourage you to apply. Please submit your resume, a cover letter detailing your qualifications, and references to [careers@keystonesymposia.org](mailto:careers@keystonesymposia.org).