

Chief Financial Officer

Job Description



**Huntington's Disease
Society of America**

Title: Chief Financial Officer

Reports to: President & Chief Executive Officer

Direct Reports: Finance & Operations Team (Director of Finance, Finance Associate, additional 2 staff)

Location: Remote

Status: Exempt, full-time.

Salary: \$175,000 - \$200,000

About HDSA:

The Huntington's Disease Society of America (HDSA) is the premier nonprofit organization supporting the Huntington's community. One powerful mission drives us: to improve the lives of everyone affected by Huntington's disease. From community services and education to advocacy and research, HDSA is the world's leader in providing help for today, hope for tomorrow for people with Huntington's disease and their families. In the battle against Huntington's disease no one fights alone.

As we stand on the cusp of a historic breakthrough, the first potential disease-modifying therapies for Huntington's disease, HDSA is expanding to meet this moment with strength, vision, and compassion. We are actively building a bold, forward-looking strategic plan to ensure our community is fully supported through the next chapter in research, access, and care.

We are looking for passionate, mission-aligned individuals who are committed to making a lasting impact. Our growing team is collaborative, purpose-driven, and deeply respectful of the families we serve. If you value honesty, integrity, meaningful work, and are excited to help shape the financial growth and future of HDSA looking to grow with us, we'd like to hear from you.

HDSA operates with an annual budget of approximately **\$12 million**, supporting a robust portfolio of national programs. We steward a diversified funding base of philanthropic contributions, grants, corporate sponsorships, and events. In addition, we manage an investment and banking portfolio of \$10 million designed to ensure long-term sustainability and strategic growth.

Job Description:

The Chief Financial Officer (CFO) will provide financial leadership and oversight for the HDSA.

The CFO is a key member of the senior leadership team and is responsible for all financial aspects of the organization, including strategic financial planning, accounting, budgeting, forecasting, treasury operations, and risk management. This role requires a professional who can manage and improve financial systems while upholding the highest standards of integrity and transparency.

As we prepare for potential disease-modifying therapies, the CFO will be instrumental in building the financial and operational infrastructure to support significant growth in research funding, patient services, and advocacy efforts and to ensure the appropriate deployment of the organization's resources.

The new CFO will have the opportunity to lead the development of a long-term investment strategy in collaboration with the Investment Committee with an eye toward sustainable growth for the organization and its assets.

The CFO will also be in charge of helping to modernize the organizational infrastructure, alongside the Director of Operations, to optimize processes and create internal efficiencies.

Key Responsibilities:

Financial Strategy & Leadership:

- Strategic Planning: Collaborate with the CEO and senior leadership team to develop, evaluate and monitor key strategic plan metrics and financial KPIs.
- Analyze ROI on expenses and fundraising initiatives to guide resource allocation and organizational impact.
- Budget Management: Oversee the annual budgeting process, ensuring resources are allocated effectively towards the goal of maintaining a balanced budget, and prepare periodic (e.g., quarterly) forecasts to manage progress towards that goal throughout the year to inform strategic and operational decision-making.
- Financial Reporting: Prepare and present accurate, timely financial reports to the CEO, Audit, Finance and Investment Committee, Board of Trustees, and other stakeholders.
- Serve as a staff lead for the Audit, Finance and Investment Committee.
- Fundraising Support: Collaborate with the development team to provide financial analysis and data for grant applications and fundraising initiatives.
- Evaluate departmental structure and resource needs to ensure the finance, operations and administration functions are positioned for current and future organization needs.
- Oversee financial stewardship of restricted funds and ensure accurate grant reporting to funders and donors.
- Model long-term sustainability scenarios in anticipation of changes in research funding and patient care needs.

Accounting & Operations:

- Accounting Oversight: Manage all accounting operations, including accounts payable, accounts receivable, and payroll.
- Treasury Management: Monitor and manage cash flows to ensure liquidity and operational efficiency and establish policies or operating (working) capital needs and long-term investment strategy,
- Internal Controls: Maintain and enforce a robust system of internal controls to protect the organization's assets and ensure data integrity.
- Manage and ensure timely and accurate financial reporting, including internal reports and external filings (IRS Form 990)
- Audits: Serve as the primary point of contact for external auditors, ensuring a smooth and successful annual audit.
- Compliance: Ensure the organization complies with all relevant federal, state, and local financial regulations and reporting requirements.
- Ensure integration of finance and development systems for streamlined donor and grant tracking.

Risk Management:

- Risk Assessment: Identify potential financial risks and develop strategies to mitigate them.
- Investment Management: Oversee the management of the organization's investment portfolio in collaboration with the Investment Committee.

Qualifications:



Required:

- Education: A bachelor's degree in finance, Accounting, Business Administration, or a related field. A master's degree or CPA certification is highly preferred.
- Experience: At least 10 years of progressive experience in financial management, with a minimum of 5 years in a senior leadership role.
- Non-Profit Experience: Proven experience working in the non-profit sector, including knowledge of non-profit accounting principles (FASB ASC 958) and regulations.
- Technical Skills: Proficiency with financial management software and advanced Excel skills. Experience with a variety of accounting systems, experience with MIP is a plus.
- Communication: Excellent written and verbal communication skills, with the ability to present complex financial information clearly and concisely to diverse audiences.
- Experience with nonprofit fundraising and donor reporting. Experience working with CRM/donor databases (e.g., Salesforce, Raiser's Edge).
- Experience leading systems modernization projects, including ERP or accounting systems transitions.

Preferred:

- Experience working within a national chapter-based organization, preferably in the national voluntary health agency sector.
- Experience presenting to and working with boards and governance committees.
- Knowledge of grant management and reporting.

Personal Attributes:

- Integrity: A high degree of honesty and ethical conduct.
- Leadership: Strong leadership skills with the ability to mentor and manage a team.
- Mission-Driven: A genuine passion for HDSA's mission and a commitment to serving the Huntington's disease community.

Why Join Us?

We offer a mission-driven culture and highly supportive work environment. HDSA is an equal opportunity employer and committed to diversity. We're proud to support our team with a comprehensive and generous benefits package that prioritizes well-being, security, and time to recharge:

Full Coverage Healthcare:

- 100% premiums covered for employees enrolled in our baseline medical, dental, and vision plans.
- 70% of premiums covered for enrolled dependents under the same plans.

Protection & Peace of Mind:

- We fully cover short-term and long-term disability insurance.
- 100% of the premium paid for life insurance for all employees.

Retirement Savings:

- 5% company contribution to your 403(b) retirement plan- no match required, after just 1 year of employment.

Paid Time Off + Company-wide breaks:

- Generous PTO package.
- Enjoy one full week off in July and one full week off in December, in addition to standard PTO.



WWW.HDSA.ORG

To apply, please submit your resume and cover letter in PDF format to **careers@hdsa.org** with the subject line: '**Application – Chief Financial Officer.**'



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