



**BRIDGES SF, LLC – EXECUTIVE SEARCH  
POSITION DESCRIPTION**

**ORGANIZATION:** **Prison University Project**  
[www.prisonuniversityproject.org](http://www.prisonuniversityproject.org)

**POSITION:** **Chief Financial Officer**  
We are seeking a leader who is excited about the prospect of supporting a well-established organization as it moves to a new structure.

**REPORTS TO:** **Executive Director**

## **Prison University Project**

### **Mission**

The mission of the Prison University Project is to provide excellent higher education to people incarcerated at San Quentin State Prison, to support increased access to higher education for incarcerated people, and to stimulate public awareness about higher education access and criminal justice.

The Prison University Project is currently in a period of tremendous growth. After two decades of supporting the San Quentin College Program as a nonprofit extension site, we are now preparing to seek accreditation as an independent college.

### **Position Description**

Reporting to the Executive Director and serving as an integral member of the senior management team, the Chief Financial Officer (CFO) will be responsible for the development of the Prison University Project's financial, human resource and administrative management strategies and contribute to the development of strategic goals, including the stewarding of the organization's identity and culture through a time of dramatic transition.

In addition to the strategic components, the CFO will be charged with developing and implementing policies and procedures both in the finance and general operational realms. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization. While the emphasis of this role is finance, it includes

responsibilities for managing a breadth of staff functions and requires an individual who is both strategic and tactical.

## **Responsibilities**

### ***Strategy, Vision and Leadership***

- Working in partnership with the ED, create the strategic plan and implement new processes and approaches to achieve it
- Provide a strong day-to-day leadership presence; and support an open-door policy among all staff
- Advise the executive director and other key members of the executive team on financial planning, budgeting, cash flow and policy matters
- Serve as the management liaison to the board and audit committee; effectively communicate and present financial matters at select board of directors and committee meetings
- Maintain continuous lines of communication, keeping the executive director informed of all critical issues
- Represent the organization externally, as necessary

### ***Team Development and Culture***

- Oversee, direct and organize the work of the finance and operations team
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals and manage compensation adjustments
- Mentor and develop staff using a supportive and collaborative approach. Ensure staff members receive timely and appropriate training and development

### ***Finance and Operations***

- Upgrade and implement an appropriate system of policies and procedures, internal controls, accounting standards and procedures
- Plan, coordinate and execute the annual budget process
- Provide analytical support to the Prison University Project's internal management team including development of internal management reporting capabilities
- Co-ordinate and manage the development of the human resource function
- Improve administrative and operational accounting services such as payroll, accounts payable and purchasing

### ***Qualifications***

- Passion for Prison University Project's mission
- Bachelor's degree mandatory, preferably in finance or accounting; MBA or other advanced degree preferred, CPA preferred

- Minimum 10 years' experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly. Proven track record of success facilitating progressive organizational change and development within a growing organization
- Thorough understanding of finance, systems and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources and marketing
- Ability to think strategically, anticipate future consequences and trends and incorporate them into the organizational plan. Ability to operate as an effective tactical as well as strategic thinker
- Excellent judgment and creative problem-solving skills including negotiation and conflict-resolution skills
- Superior management skills; ability to influence and engage direct and indirect reports and peers. Strong mentoring, coaching experience to a team with diverse levels of expertise
- Energetic, flexible, collaborative and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with senior management, Prison University Project's board of directors and staff

**Interested candidates should send a cover letter, list of references, and resumé to:**

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