

Position Title: Chief Financial Officer (CFO)

Organization: The Project With A Purpose Inc

Location: Remote

Reports To: CEO

Position Type: Volunteer

Position Summary:

The Chief Financial Officer (CFO) is responsible for managing and overseeing all financial aspects of The Project With A Purpose Inc. This role ensures the organization's fiscal health, accountability, and long-term sustainability.

The CFO will develop financial strategies that support program growth, oversee budgeting and reporting, and work closely with the Executive Director and Chief of Operations to align financial planning with fundraising and corporate sponsorship initiatives.

Key Responsibilities:

- Financial Management & Oversight
- Manage day-to-day financial operations, including budgeting, accounting, payroll, and reporting.
- Maintain accurate financial records in compliance with nonprofit accounting standards.
- Prepare monthly, quarterly, and annual financial reports for leadership and the Board of Directors.
- Oversee cash flow management, expense tracking, and cost controls.

Strategic Planning & Growth

- Develop financial plans that support organizational sustainability and growth.
- Provide financial insight and guidance on new initiatives, programs, and partnerships.
- Support grant writing and fundraising efforts by providing accurate budget projections and reporting.

Corporate Sponsorship & Donor Relations

- Collaborate with the Chief of Operations and Fundraising Team to manage sponsorship funds and ensure transparency in fund allocation.
- Track and report financial outcomes of corporate partnerships and donations.
- Ensure compliance with financial agreements and sponsor recognition requirements.

Compliance & Accountability

- Ensure compliance with local, state, and federal financial regulations, including IRS nonprofit requirements.
- Oversee the preparation of tax filings and audits as needed.
- Establish internal controls and financial policies to safeguard the organization's assets.

Qualifications:

- Proven experience in accounting, finance, or business management (nonprofit experience preferred).
- Strong knowledge of nonprofit financial reporting, budgeting, and compliance.
- Excellent organizational and analytical skills with attention to detail.
- Ability to communicate complex financial information clearly to non-financial staff and board members.
- High level of integrity, transparency, and commitment to the organization's mission.

Preferred Skills:

- Experience with QuickBooks, Excel, or nonprofit financial software.
- Understanding of grant management and donor reporting.
- Familiarity with corporate sponsorship management or fundraising processes.

How to Apply:

Interested candidates should email a resume and brief cover letter to theprojectwithapurpose@gmail.com with the subject line: Chief Financial Officer Application.