

**CAMBRIDGE REDEVELOPMENT AUTHORITY (CRA)
DIRECTOR OF FINANCE AND OPERATIONS**

POSITIONAL OVERVIEW AND RESPONSIBILITIES - The Director of Finance and Operations will lead the financial planning, management and operations of the Cambridge Redevelopment Authority (CRA). They will steer strategic thinking and implement the infrastructure and systems needed to support the growth and financial sustainability of the CRA. Reporting to the Executive Director, they will work collaboratively to manage effective financial systems, including investment management, bookkeeping, accounting, loan financing, and asset management. The Director of Finance and Operations also serves as a member of Senior Leadership Team involved in strategic planning, program evaluation, and development initiatives. Specific responsibilities include:

- Lead the operations and management team in support of the CRA mission's including ongoing asset management and financial management.
- Serve as a thought partner with the Executive Director and the Director of Projects and Planning on the organization's financial, budgeting, and administrative processes, with an eye to continuously developing and improving systems for efficiency and transparency.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing building programs, and proposed new project sites.
- Advise the Board on investment decisions and utilization of long-term financing tools.
- Oversee the preparation and finalization of monthly and annual reconciliations, financial reporting materials for the CRA Board, and other filings.
- Coordinate audit activities and program evaluations.
- Assist project team with contract management and public procurement procedures.
- Supervise the CRA's asset management including capital investments and real estate holdings.

The Director of Finance and Operations' work is done indoors in a professional office setting in Kendall Square, as well as outdoors at various local project and meeting sites. This role requires attendance at some evening meetings. It is a full-time position with a 37.5-hour work-week. The CRA operates within a permanent hybrid office and remote work structure where at least three days per week are spent in the office.

QUALIFICATIONS

The Director of Finance and Operations will have at least seven years of professional experience, including managing the finances and operations of an organization or department with an operating budget of over \$2 million. They will have significant experience creating the analytic framework for long-term financial planning and managing organizational growth in a highly entrepreneurial organization. Preference will be given to individuals with governmental accounting experience, however strong comparable experience in the nonprofit or real estate sectors may serve as substitute. Compelling candidates will possess an interest in urban policy, community development, and real estate finance.

The Director of Finance and Operations will have the following experience and attributes:

- A Bachelor's Degree is required. An advanced degree in Business, Finance, Accounting, or a related field is preferred.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management, fund accounting, and asset management ideally in the government or nonprofit sectors.
- Experience with audits, regulatory compliance, annual budgets, financial resource development, insurance, property management, and investment strategies.
- Understanding of Governmental Accounting Standards Board (GABS) accounting rules, the Uniform Massachusetts Accounting System (UMAS), and Massachusetts procurement procedures.

- Demonstrated resourcefulness in setting organizational priorities, and proposing new methods of creating operational efficiencies.
- Proven effectiveness leading and advising professionals in finance and accounting.
- Technologically savvy, with examples of work with bookkeeping software systems (Quickbooks) and implement efficient purchasing systems.
- Flexible and a self-starter; able to multi-task while also being highly detail oriented.
- Personal qualities of integrity, credibility, and a commitment to CRA's mission.

ORGANIZATIONAL OVERVIEW - The CRA works in the public trust to bring a human dimension to development, improving the quality of life for residents, businesses, employees, and visitors. Our goal is to balance economic vibrancy, housing, and open space, to create sustainable communities through new and revitalized development. We are committed to implementing imaginative, creative initiatives to achieve social equity and a balanced economic ecosystem. This mission requires the CRA to be both nimble and strategic in taking on new projects and initiatives.

The CRA works on projects throughout Cambridge, often in partnership with the City or other community organizations. In recent years, the CRA has completed the Foundry Demonstration Project, amended the Kendall Square Urban Renewal Plan (KSURP), initiated the Forward Fund nonprofit grant program, and purchased and renovated the nonprofit office building at 99 Bishop Allen Drive, among other efforts. Current project priorities include the development of affordable homeownership projects, the preservation of commercial spaces that advance economic opportunity, and the delivery of vital community infrastructure including transportation facilities.

The CRA knows that diversity, equity, and inclusion make us stronger as individuals, organizations, and a society. Our work requires understanding of the problems that cities face and the impact of our interventions on residents and communities. The CRA provides a flexible, supportive, and family- friendly work environment and supports all staff in implementing their work, including people with disabilities. We are also committed to a work culture that values the commitments employees have to their families, including members of all generations.

COMPENSATION - Salary range is \$130,000-\$150,000 with final compensation based on skills and experience. Our benefit package includes health insurance, dental insurance, paid time off, professional development stipend, transit subsidy, partial cell phone service subsidy, and membership in the Cambridge Retirement System.

APPLICATION - Respond no later than 5:00 PM on Monday, April 17, 2023 by sending an application consisting of your cover letter and resume as a PDF (maximum two pages) to planning@cambridgeredevelopment.org. Place "Director of Finance and Operations" in the subject and attach your PDF. The CRA is an Equal Opportunity/Affirmative Action employer and values diversity of experience, opinion, and approach.