



**MASSACHUSETTS HOUSING PARTNERSHIP**  
**CHIEF FINANCIAL AND OPERATING OFFICER**

<https://www.mhp.net/>

**The Organization**

**MHP is seeking a seasoned leader to manage finance, operations, human resources and information technology in support of its mission to expand access to affordable housing and promote housing equity in communities across the Commonwealth.**

MHP is a nationally unique public, nonprofit organization with 70+ employees that was established by state legislation in 1990 and whose board is appointed by the governor. MHP finances affordable rental housing, provides mortgage financing for first-time home buyers through banks and credit unions, provides technical assistance for housing and neighborhood development, and is a major contributor to state housing policy. MHP has delivered financing or technical assistance in nearly every city and town in Massachusetts, including financing for more than 33,500 affordable rental housing units and more than 25,700 affordable homes for low-income first-time buyers. MHP has \$1.2 billion in assets currently under management and has delivered \$6.5 billion in below-market financing either directly or through participating banks.

**The Role**

**Location:** Boston, Massachusetts (Hybrid)

**Reports to:** Executive Director

**Direct Reports:** Director of Finance, Human Resources Director, Director of Engagement & Inclusion, Director of IT, Treasury Manager, and F&A Executive Assistant

**Position Overview & Opportunity:**

The Chief Financial and Operating Officer (CFOO) will succeed a long-tenured, well-respected leader and will inherit an exceptional team of committed and experienced staff. The CFOO will join MHP's five-member Steering Committee (senior management team) and will ensure that MHP has the infrastructure and systems in place to achieve its mission effectively, be financially and operational sustainable, and mitigate risk.



## **Key Responsibilities:**

### ***Leadership and Strategy***

- Oversee short- and long-term budget planning, forecasting, and resource management in alignment with MHP's mission and strategic plan; identify opportunities to increase net income, unrestricted net assets, and to secure program funding where appropriate and as opportunities arise.
- Regularly undertake business modeling, planning and stress testing; and align resources to meet agreed upon organizational objectives.
- Regularly assess organizational performance against the annual budget and financial forecasts and make recommendations on financial strategy, staffing, and business goals.
- Provide strategic and people-centered leadership by empowering and managing direct reports, aligning team goals with organizational priorities, delivering clear and data-driven feedback, and fostering professional growth and succession readiness.
- Regularly update the board on financial performance, operational effectiveness, and staff engagement. Generate reports and develop tools to provide critical financial, operational, and staff information to the ED, Steering Committee, and board.
- Responsible for the Finance, Audit and HR & Compensation Committees of the board.

### ***Financial Management***

- Monitor financial performance and make recommendations to ensure MHP's financial health. Oversee MHP's annual budget, endeavor to maximize income, manage costs, and secure funding where appropriate and as opportunities arise.
- Ensure that MHP maintains current and accurate financial records, has sound documented internal controls, continuously improves its financial systems, and meets its debt service and other financial obligations on a timely basis and in accordance with loan agreements and other contractual agreements.
- Ensure that timely and accurate financial reporting is provided to the board, Executive Director, Steering Committee, and senior managers.
- Facilitate the selection and engagement of auditing firms by the Audit and Risk Management Committee and ensure that annual audits are timely completed in accordance with Generally Accepted Auditing Standards.
- Recommend investment policies for board approval and manage MHP's relationship with its external investment advisor. Oversee cash flow and investments to ensure appropriate cash balances are maintained and investment returns are maximized consistent with policy.

### ***Operations and Technology***

- Pursue continuous improvements in systems and practices that increase efficiency and improve the delivery of programs and services, including potential uses of artificial intelligence.
- Drive the effective use of IT across the organization by ensuring that employees at all levels are trained and supported in fully leveraging available tools and systems to enhance productivity, communication, and collaboration.
- Develop, implement and maintain a robust contract management system that supports contractual compliance, operational efficiency, and accurate invoicing. Ensure that all new contracts are aligned with MHP's budget and internal policies.
- Ensure that MHP has adequate systems and procedures in place to maintain compliance with state and federal requirements, to properly manage organizational risk and to support effective program implementation.

27 Union Square West, Suite 502, New York, NY 10003 - tel 212 265 2100 - [www.bridgepartnersllc.com](http://www.bridgepartnersllc.com)

Bridge Partners LLC is a Certified Women's Business Enterprise (WBENC)



- Strengthen decision-making processes to ensure MHP takes well informed, calculated risks in all areas of operations.
- Oversee the leasing and management of MHP's office space including the relationship of current and potential future space to hybrid office policies. leases, broker relationships, and make recommendations to the ED on lease options.
- Manage MHP's corporate insurance, with support from an outside insurance advisor, to ensure that coverage is cost-effective and adequately mitigates MHP's risk.

#### ***Human Resources & Engagement***

- Align staffing and HR planning with current priorities, new program demands, budgets, and future operational needs.
- Ensure that HR policies are equitable and benefits are competitive to foster retention of top talent.
- In collaboration with HR Director, oversee annual variable compensation recommendations, merit increases, salary adjustments, and promotions to the Executive Director, HR & Compensation Committee, and Board.
- Advise and support Director of Engagement and Inclusion in conducting periodic belonging surveys and in designing and implementing strategies to enhance staff engagement and cultivate a sense of belonging.

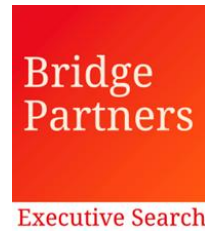
#### **Professional Experience:**

- 10+ years of enterprise-level experience managing finance and/or operations in a complex organization, with a preference for experience at a public or nonprofit organization.
- Extensive experience with financial management, budgeting, accounting and investment at a scale comparable to MHP.
- Experience reporting to a CEO and being part of a senior management team.
- Demonstrated and deep experience with direct management responsibility for staff across key functions, including finance, human resources, IT and operations with adjacency to some those functions in a senior management role considered.
- Strong working knowledge of technology and information systems with the ability to organize and prioritize work using knowledge of current and emerging office technology and business methods.
- Extensive cross-departmental organizational leadership providing support in problem solving, resource management, outcome accountability, and program efficiencies.
- Ability to work effectively with external constituents including public officials, financial institutions, customers and vendors.

#### **Professional Attributes:**

The ideal candidate for this position will possess the following professional attributes:

- A history of success both as a hands-on, multitasking individual performer and as a leader and supervisor of professional staff.
- Effectiveness in delegating responsibilities and holding staff accountable while fostering a team atmosphere and promoting individual employees' development and advancement.
- A track record of professional integrity and strong motivation to be part of a mission-driven organization.
- Commitment to the principles of equity and inclusion in the workplace and in affordable housing.



- An inclusive and people-centered leadership style with the ability to attract, develop, inspire, and retain high-performing staff in a multidisciplinary team.
- Proven ability to manage complexity, solve problems, anticipate disruption, and make tough decisions when necessary.
- An inquisitive management style that is unafraid to challenge assumptions.
- Skilled written and verbal communication skills, including presentation skills.
- Expertise in Excel and familiarity with the Office 365 suite including Outlook, Teams, Word, etc.
- Knowledge of Sage Intacct, Workday Adaptive, and Paylocity is a plus.
- Kind, empathetic, and grounded: bringing warmth, humility, and a sense of humor to the role.

### **Education**

- Bachelor's degree required, preference for a master's degree in a related field (e.g., finance, accounting, public administration, business administration) or equivalent knowledge, skills, and experience.

### **Travel**

- Travel throughout Massachusetts will occasionally be expected.

### **Compensation**

- The budgeted salary for this role is \$230,000 to \$250,000. Salary is just one component of MHP's total compensation package. Any final offer will be based on various factors including job-related knowledge, skills, competencies, and experience.

### **Non-discrimination:**

- MHP is an equal opportunity employer and is committed to creating an inclusive environment for all employees. MHP does not make hiring decisions based on age, race, gender, religion, disability, or any other characteristic protected by applicable law.

\*\*

\*

To learn more about this opportunity, please contact:

**Neeta Mehta**

Partner, Bridge Partners

[Neeta.Mehta@bridgepartnersllc.com](mailto:Neeta.Mehta@bridgepartnersllc.com)

**Janet Albert**

Partner, Bridge Partners

[Janet.Albert@bridgepartnersllc.com](mailto:Janet.Albert@bridgepartnersllc.com)

*Candidates will be considered on a rolling basis.*

*We urge your prompt consideration of this impactful leadership role.*

27 Union Square West, Suite 502, New York, NY 10003 - tel 212 265 2100 - [www.bridgepartnersllc.com](http://www.bridgepartnersllc.com)

Bridge Partners LLC is a Certified Women's Business Enterprise (WBENC)