



MINISTRY DESCRIPTION

Title: Chief Business Officer
Department: Finance
Reports to: Chief Operating Officer (COO)

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

Reporting to and partnering with the Chief Operating Officer (COO), the Chief Business Officer (CBO) will play a critical role in providing a business and finance perspective to all related functions across Convoy of Hope. This position is responsible for developing and implementing a global strategy for CoH in conjunction with executive leadership. The CBO oversees all fiscal and fiduciary responsibilities for the organization, in conjunction with the Board of Directors, and all other committees of the Board.

Essential Duties and Responsibilities:

1. Define and develop the scope of the position and provide training to executive leadership regarding the role.
2. Works directly with the COO to evaluate the structure, vision, and compliance aspects of the Finance Department.
3. As a business partner to the President/COO and executive leadership team, assess organizational performance against the annual budget and CoH's long term strategy.
4. As a member of the executive leadership team, act as an advisor to the executive team and Vice Presidents in evaluating and assisting them with their financial plans and economic modeling. In particular, assist the Development group in creation of an evaluation and structure development perspective.
5. Build, develop, manage, oversee and lead a team of finance staff members to cover all aspects of accounting and finance.
6. Develop tools and systems to provide critical financial and operational information to the President/COO/Exec Team and Board of Directors. Make actionable recommendations on both strategy and operations.
7. Represent CoH business and finance issues to the Board and entire organization through both verbal and written reporting mechanisms.
8. Engage the Board finance, audit and investment committees around issues, trends, and changes in the operating model(s) and operational delivery. Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors, etc).
9. Oversee long-term budgetary planning and cost management in alignment with CoH's strategic plan.
10. Represent CoH as keynote speaker at specified churches and events.
11. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree in Accounting, Finance or related field required; MBA a plus;
2. 12+ years broad finance and business leadership experience, to include accounting and finance functions.
3. Seasoned and mature leader with a passion for the mission of CoH.
4. Unquestionable integrity and strong work ethic.

5. Mature and proactive business partner with hands-on approach to leadership.
6. Strong analytical skills and experience in interpreting a strategic vision into an operational model.
7. Effective interpersonal communication skills, both verbal and written.
8. Collaborative and flexible style with a strong service mentality.
9. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
10. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
11. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities: Supervises the Senior Director-Finance and oversees all members of the Finance & Accounting team.

Created: 7/18/16
Revised: