

EXECUTIVE POSITION PROFILE



ORGANIZATION

Ronald McDonald House Charities, Upper Midwest

POSITION

Chief Financial Officer

APPLICATION DEADLINE

May 31, 2024

COMPENSATION

\$140,000 - \$155,000 annually depending on qualifications

BRIEF

Ballinger | Leafblad is pleased to conduct the search for a Chief Financial Officer at Ronald McDonald House Charities, Upper Midwest

LOCATION

Minneapolis, MN (onsite required)

CONTACT

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www.ballingerleafblad.com

ORGANIZATIONAL OVERVIEW

Ronald McDonald House Charities, Upper Midwest (RMHC-UM) is an independent 501c3 nonprofit with an annual operating budget of nearly \$10M and a growing endowment of nearly \$20M. Founded in 1979, RMHC-UM offers complimentary lodging, meals, essential supplies and supportive programs and services to families with children who are seriously ill or injured and need to travel for medical care.

RMHC-UM is a local Chapter of Ronald McDonald House Charities, which itself is an independent nonprofit organization that operates 260+ RMHC Chapters in 26 regions across the globe. McDonald's is the charity's first corporate partner and advocate, earning the designation: "founding and forever partner."

Mission

Ronald McDonald House Charities, Upper Midwest, in partnership with its community, provides a comfortable and caring home-away-from-home that supports keeping families together and reduces stress during a child's serious illness or injury. The needs of families dealing with a child who is sick go far beyond medical care. By fulfilling those needs, parents are strengthened to care for and support their child's medical team.

RMHC-UM has 38 full-time staff and 28 part-time staff who provide essential services that remove barriers, strengthen families and promote healing when children need healthcare.

RMHC-UM operates programs in five locations in Minnesota---four in the Twin Cities and one in Duluth, and provides complimentary lodging, meals and support to thousands of families every year.

Learn more at <https://www.rmhc-uppermidwest.org>



*In 2023,
Ronald
McDonald
House
Charities,
Upper
Midwest
served
5,700
families.*



HISTORY

Since 1974, Ronald McDonald House Charities (RMHC) has ensured families everywhere have access to the care and resources they need - especially when they have a sick child. RMHC has over 260 local Chapters in 26 regions around the world with staff who are dedicated to providing comfort, care, and kindness to RMHC families every day of the year.

Learn more about the history of RMHC here: <https://rmhc.org/about-us/our-history>

Ronald McDonald House Charities, Upper Midwest launched its Minnesota-based Chapter in 1979. Its original location and cornerstone program is the Ronald McDonald House at 621 Oak Street in Minneapolis, nearby two of the Twin Cities' leading pediatric hospitals. Its operations have since grown to four locations in the Twin Cities metropolitan area and one location in Duluth, MN.

Support from McDonald's

The McDonald's owner/operators of Minnesota and western Wisconsin who make up the Twin Cities Co-Op, along with McDonald's corporate offices and their supplier network, are significant fundraisers and supporters, contributing over 15-18% toward RMHC-UM's annual budget through various fundraising efforts, including Round-Up for RMHC, donation boxes and the Shamrock Shake promotion. Although the McDonald's system is an important corporate partner, local Chapters rely on the support of the entire community and greatly value all financial and in-kind donations.

LOCATIONS

RMHC-UM proudly offers complimentary meals and support to hundreds of family members every day as well as overnight accommodations to 76 families every night at these five locations.



Ronald McDonald House on Oak Street in Minneapolis



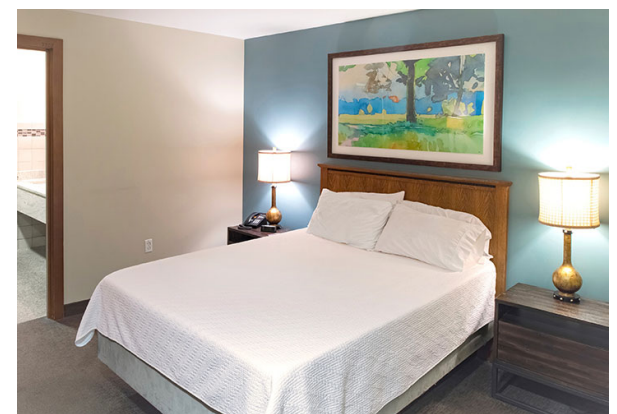
Ronald McDonald House Northland inside Essentia Health in Duluth



Ronald McDonald Family Room inside Children's Minnesota in St. Paul



Ronald McDonald Family Room inside Gillette Children's Specialty Healthcare in St. Paul



Ronald McDonald House inside Children's Minnesota in Minneapolis

Keeping Families Close™

Ronald McDonald House Charities, Upper Midwest provides a warm and welcoming community of support and respite for families with seriously-ill or injured children, keeping families close to each other and the care and resources they need.

PROGRAMS AND SERVICES

Ronald McDonald House

When the best medical treatment for a child is far from home, families don't have worry about where to stay. At a Ronald McDonald House, families can be together, enjoy home-cooked meals and receive compassionate hospitality and support from staff and volunteers – all near the child's hospital.

Ronald McDonald Family Room

A Ronald McDonald Family Room is space right in the hospital where families can step away from their child's bedside to take care of themselves. It is a quiet place away from the medical space, for families to recharge, grab a bite to eat, shower, or get rest during the long days of testing or treatment.

Ronald McDonald House Charities, Upper Midwest operates three Houses, two Family Rooms and an accredited K-12 school that provides year-round educational support for outpatients and siblings who are missing school. In addition, RMHC-UM recently completed construction of the Cooking with Love Community Kitchen located at RMH-Oak Street. The in-house meal team can prepare 3,000 meals and snacks in this commercial kitchen each week for the four Twin Cities locations plus targeted deliveries for RMH Northland in Duluth.

Programs and services provided include:



A place to sleep

All our locations feature overnight rooms for families who need them most.



A space to recharge

Our hospital locations provide a quiet respite from the bright lights and beeping sounds of the hospital.



Dinner together every night

With the help of volunteer groups, we provide dinner every night at all our locations. Brunch on the weekends, too.



On-site K-12 School

The fully accredited RMH-Oak Street one-room school allows siblings to be with their families and keep up with their studies.



Family-friendly activities

Enriching activities provide recreation, learning and connect families with one another.



Afterschool activities and summer camp

A full schedule of fun and educational programs and an adventurous summer camp for kids.



Fully-stocked food pantries

For a grab-and-go meal or snack or late dinner after a day at the hospital.



Visits from local celebrities and athletes

A full line-up of fun events featuring Minnesota's favorite personalities.



A caring community of support

Families connect with one another and find strength at a difficult time.



Bernie the House Dog



Ronald McDonald House, 621 Oak Street in Minneapolis



Administrative Offices adjoining the Oak Street House



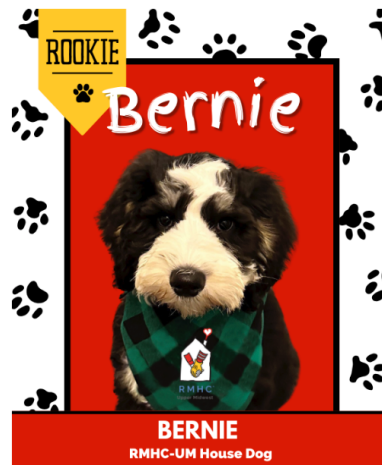
CULTURE

Ronald McDonald House Charities, Upper Midwest offers a warm, welcoming, supportive home-away-from-home for families with seriously ill or injured children who are receiving medical care at one of the pediatric hospitals in the Twin Cities or Duluth. Administrative offices are adjacent the RMH's Oak Street facility in Minneapolis, and staff share the communal kitchen, dining and outdoor areas with RMH families including siblings and outpatient children. Leaders and administrative staff have the opportunity to informally interact with families and volunteers onsite, as well as through events, activities and programs.

The Oak Street House operates a K-12 school as well as year-round childcare programming for both patients and their siblings who are away from home and missing school. On any given day, staff may be invited to attend a school performance or participate in an activity, celebration or other events. Regardless of their position in the organization, all staff are invited to be a part of the supportive community that makes RMHC-UM more than just a place for families to stay.

This direct connection to the mission is a powerful force that shapes the work culture in many ways. It is a culture based in hospitality, empathy, service and support. There is a deep sense of purpose, respect and empathy that extends into the work environment itself.

Below: Bernie the Bernadoodle joined RMHC-UM in the fall of 2023 and is a source of love and laughter for the families staying at Ronald McDonald House.



ADDITIONAL RESOURCES



LEARN MORE

- [Financials and Annual Report](#)
- Social Channels - [Facebook](#) - [Instagram](#) - [YouTube](#) - [LinkedIn](#)

SUMMARY

Ronald McDonald House Charities, Upper Midwest (RMHC-UM) seeks a Chief Financial Officer (CFO) to develop and oversee its financial systems and strategies and support its future growth. This position is open due to an upcoming retirement. The CFO is a strategic thought partner and advisor to the President/CEO and other members of the senior leadership team, whose work collaboratively contributes to the organization's overall financial health. The CFO has a substantial impact on both the day-to-day operations and the long-term strategic direction of RMHC-UM, providing financial analysis, short- and long-term planning, operational effectiveness and nonprofit sector expertise to strengthen its financial position. With a finance team of three, the CFO must also be able to roll-up their sleeves and dive into the details when needed.

The CFO is a highly-visible leader who will model the organization's values and champion its culture. The ideal candidate is a mission-driven, engaged and approachable leader who values teamwork and embraces opportunities to share knowledge. Additionally, the successful CFO candidate has a track record of effectively communicating complex financial information to a variety of audiences including board members, funders, donors, partners, staff, etc. Qualified candidates must have nonprofit finance and accounting experience and be versatile contributors at both the strategic and hands-on levels.

MANAGEMENT RESPONSIBILITIES

The CFO reports to the President and CEO and is a member of a four person senior leadership team. Direct reports to the CFO are Staff Accountant, Database Manager and Data Entry Coordinator.

ESSENTIAL RESPONSIBILITIES

Strategy and Planning

- Lead the development of appropriate annual, mid-term, and long-term financial objectives and plans that align with the organization's strategic direction.
- Support the annual financial planning and budgeting process through training and mentorship, assist department managers in budget preparation and ensure there is flexibility in the process to accommodate unexpected monetary and/or in-kind donations.
- Provide counsel, analytical reports and tools to enable Board, Finance Committee and senior management to understand costs and tradeoffs of financial decisions.
- Oversee budgeting for special projects such as major capital improvements, property acquisition, new construction, etc. and the financial strategies regarding funding sought.

Finance and Accounting

- Oversee the financial and accounting operations of the organization, including cash management, accounts payable, expense reimbursements, accounts receivable and collections, fixed asset and investments accounting.
- Prepare or oversee monthly, quarterly and annual financial statements as well as regular account reconciliations.

- Prepare or oversee reports for grants, projects and functional areas as needed.
- Ensure preparation of the annual financial report and audit schedules in compliance with nonprofit GAAP. Oversee annual audit and other audit activities as applicable.
- Maintain internal reporting system and account structure to ensure proper disclosure and accountability for all financial activities.
- Monitor financial activities at all levels to ensure due diligence and compliance with fiscal and grantor policies and Board-approved budget.
- Oversee management of financial systems and software (currently using Blackbaud), and ensure that accounting, reporting and control requirements are met in auxiliary systems used for financial reporting purposes.
- Monitor financial activities and details to ensure that legal and compliance requirements are met.
- Oversee the required reporting related to taxes, compliance and risk management.

Board and Committees

- Serve as the primary liaison to the Finance and Investment Committees. Prepare background materials, provide regular updates and maintain effective working relationships with Committee Chairs.
- Present regular updates to board on financial issues. Ensure committees and board members are provided information and engaged in appropriate decision-making aligned with RMHC-UM's bylaws, compliance requirements and charitable organization best practices.
- In conjunction with the Investment Committee, oversee the administration and investment of RMHC-UM's endowment.

Department Leadership

- Hire, train, coach and develop a high-performing finance team.
- Foster an inclusive and supportive department culture.
- Assess internal department operations, identify and implement improvements to systems and processes.

QUALIFICATIONS

Required:

- Undergraduate degree in finance, accounting, or business administration or equivalent professional experience
- 10+ years of experience in nonprofit accounting and finance, including:
 - 5+ years of technical accounting experience
 - 5+ years overseeing a department and managing staff
 - Monitoring and managing monetary and non-monetary charitable donations, oversight of institutional investments, strategic and financial planning, budgeting, reporting, compliance and risk management
- Exceptional people leadership, communication and change management skills.

Desired:

- Graduate degree or MBA in Finance or Accounting
- CPA and/or other finance or accounting professional designation preferred

- Experience with Blackbaud or similar accounting system
- Self-sufficient / proficient using and maintaining financial systems and integrating financial data from auxiliary systems such as Raiser's Edge

KNOWLEDGE, SKILLS AND ABILITIES

- A self-starter who thrives in a dynamic business environment, embraces RMHC-UM's mission and models its values.
- A forward-thinking leader with strong quantitative, qualitative and analytical skills, who is energized by exploring growth opportunities.
- An approachable, authentic leadership style with exemplary personal and professional ethics, honesty, integrity and objectivity.
- Outstanding communication skills including written, verbal and presentations.
- Ability to effectively and transparently convey complex financial information to a wide range of audiences.
- Ability to thrive in a work environment that supports the needs of families with children who are seriously ill or injured and receiving medical treatment far away from home. This is a fast-paced, service-oriented work environment where empathy, compassion and agility are important qualities for every position from the CEO to staff members to volunteers.
- Comfortable having casual interactions with parents, siblings and outpatients, as administrative offices are located in a building that adjoins the RMH's Oak Street facility and staff utilize the shared kitchen and dining areas.
- Proven ability to lead, inspire, and develop an inclusive, high-functioning team culture.
- Exceptional interpersonal skills with high emotional intelligence, cultural competency, and the ability to build trusted relationships throughout the organization and with external stakeholders including donors, sponsors, partners and clients.

LEADERSHIP CHARACTERISTICS

Analytical and Critical Thinking. Skilled with investigating and summarizing qualitative and quantitative data, drawing useful and nuanced findings, and asking critical questions to refine conclusions.

Cultural Competence, Diversity, Equity, Accessibility and Inclusion. A commitment to the values and best practices that inform and influence the core purpose and values of the organization.

Teamwork. Comfort with and enthusiasm for working in a small team and contributing to the generation of new ideas while also maintaining an effective autonomous workflow.

Partnership Building. Enthusiasm for and ability to build and maintain strong interpersonal relationships and partnerships with outside organizations and individuals to inform and improve internal work-product.

Project Management. Demonstrated effectiveness in organizational and time management skills.

Program Evaluation. Solid experience with and understanding of program evaluation methods, including quantitative techniques.

Emotional Intelligence and Humility. Ability to acknowledge the achievements of others, to share credit, and to welcome feedback.

Empathy and Respect. A high degree of awareness for the immense challenges facing families experiencing healthcare crises and respect for the individuals dedicated to those important efforts.

COMPENSATION AND BENEFITS

*Annual compensation for this position is \$140,000 - \$155,000 depending on qualifications and experience. RMHC-UM offers a comprehensive benefits plan including medical, dental, vision, health- and dependent care savings plans, 403b with employer contributions, bonus opportunity, generous paid time off, flexibility for family, free RMHC-UM wearables, casual work environment and more.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

Ronald McDonald House Charities, Upper Midwest is an equal opportunity employer and at will employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. RMHC-UM takes affirmative action to ensure that employees are treated during employment without regard to any of these characteristics.

TO APPLY

Please send a cover letter and resume to Jen Hanlon Ash: jen@ballingerleafblad.com
Applications will be accepted until **May 31, 2024**.

There will be an immediate and ongoing review of candidates, so we encourage and appreciate early applications. All inquiries will remain confidential.

PROJECTED TIMELINE (subject to change)

May 1 - May 31	Application Period. Search firm will screen and invite selected candidates to interview by Zoom.
Early June	Search firm concludes screening and interviewing candidates, and finalizes the recommended candidate slate. Client selects candidates to interview.
Mid-June	Candidates interview with Client. First round by Zoom, second round on-site.
Late-June /early July	Finalist(s) selected, references conducted, assessment TBD.
Mid-July	On-site visit for finalists: meetings with board and internal stakeholders. Hiring decision made, offer extended and accepted. Transition time TBD.
August 2024	Announcement made. New CFO starts. Date TBD.
Aug 2024-2025	Onboarding coaching for new CFO provided by Ballinger Leafblad.

MINNEAPOLIS - SAINT PAUL | The Twin Cities Region

COMMUNITY INFORMATION

The Twin Cities metro area includes Minneapolis, Saint Paul and the surrounding suburban area. Making up the 14th largest metropolitan area in the country, it is a unique blend of a small town and major cosmopolitan hub. Both urban cores boast a thriving business atmosphere. Saint Paul, as the state capital, is home to state government and has a more historical vibe. Minneapolis is the larger and more commercial of the two cities.

Separated by the Mississippi River, both cities share a common root of being river towns - and the great outdoors are still a major attraction for residents and visitors alike. There are over 100,000 acres of parks, walking and bike paths, and other outdoor spaces.

Outside of the central downtowns, however, both cities have many distinct neighborhoods, and residents identify more with their individual communities than with the larger city as a whole. The area has a diverse range of neighborhoods and homes, with an atmosphere of a small town feeling with the conveniences and cultural hallmarks of a big city.

The Twin Cities offer something for everyone, from six professional sports teams to a robust theater and arts scene. There is a thriving "foodie" culture offering award-winning restaurants (several chefs have been regional James Beard Award winners). Shopping is plentiful with area malls and unique shopping districts in both cities and in the suburbs.

Nearly every weekend in the summer there are several outdoor events for participants and spectators—triathlons, biking races, marathons, boat races, water skiing competitions, golf tournaments including several PGA tournaments. Winter is also celebrated with events such as the Saint Paul Winter Carnival, the City of Lakes Loppet Winter Festival and the U.S. Pond Hockey championships. And for those who want to get away from it all, ice fishing and snowmobiling are popular Minnesota pastimes.

RESOURCES

Meet Minneapolis | <https://www.minneapolis.org/>

Saint Paul | <https://www.stpaul.gov/>

Greater MSP Partnership | www.greatersp.org

Saint Paul Convention & Visitors Bureau | <https://www.visitsaintpaul.com/>

Saint Paul Chamber of Commerce | <https://www.stpaulchamber.com/>

Minneapolis Park & Recreation | <https://www.minneapolisparke.org/>

Minnesota Compass | <http://www.mncompass.org/>

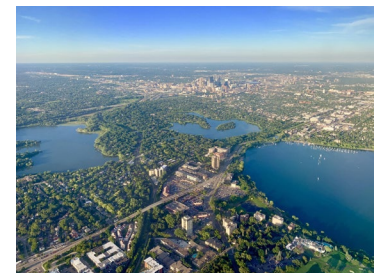
3.6M Population of Greater MSP Region



60+ Museums in the Metro Area



300 Parks



1,750 Regional Lakes

Thriving Arts & Cultural Districts



1,000+ Miles of Bike Trails