

The World Cocoa Foundation (WCF) seeks a talented, experienced Chief Financial Officer (CFO) to lead the organization's finance and accounting operations, partner in the financial planning process, and work collaboratively with the leadership team and Board to support the organization's continued advancement and impact. This is an outstanding opportunity for a finance executive with significant non-profit experience and a proven track record of strategic thought partnership to support the vision of a vital international foundation.

Organization History and Mission

Established in 2000, the [World Cocoa Foundation](#) (WCF) is the world's leading organization for cocoa sustainability. The long-term goals of WCF are set out in our [new strategy](#):

- **Prosperous cocoa farmers** become truly sustainable and profitable, with transformation of traditional smallholder farming into modern business that deliver sustainable livelihoods for farmers and their families;
- **Empowered cocoa-growing communities** lead their own development, human rights are protected, and safety and wellbeing of children and families are strengthened; and
- A **healthy planet** is conserved and enhanced, with resilient and biodiverse landscapes in cocoa geographies, and the carbon footprint of the sector is reduced.

WCF works in six areas:

1. **Convene cocoa and chocolate industry in collective action** – to build an aligned, motivated, and knowledgeable membership engaged in collective action;
2. **Facilitate multi-stakeholder partnerships** – to engage and leverage the knowledge, financing, skills, and power of different stakeholders to jointly identify and solve key sustainability challenges in the cocoa sector;
3. **Facilitate industry engagement in policy dialogue with government** – to identify and address key barriers in the enabling business and policy environment in cocoa producing countries;
4. **Promote industry learning, knowledge sharing, and monitoring and evaluation** – in order to identify industry-wide lessons learned and good practices to accelerate science, innovation and impact within companies and across the sector, and strengthen transparency and accountability of industry results and performance;
5. **Help mobilize resources from development partners and financial and capital market institutions** – to leverage the additional financing that industry will require to successfully implement collective action initiatives; and
6. **Communicate industry investment and impact and manage reputational risks** – to showcase industry's sustainability efforts and results while identifying and proactively managing risks, particularly related to human rights and environment.

WCF is a membership organization open to private sector companies engaged in all aspects of the cocoa supply chain. WCF is headquartered in Washington, D.C., with offices in Ghana and Cote d'Ivoire. WCF has an annual budget of about \$10 million and a staff of about 40 people.

The Position

Reporting to the President, the CFO partners with a 7-person leadership team to advance WCF as a strong and high performing organization in alignment with and support of vision, strategy, and action. The CFO contributes financial thought partnership with the leadership team and Board to develop, implement, and evaluate strategies across WCF. With two direct reports (Finance & Accounting Manager, Human Resources & Operations Manager), the CFO engages a 13-person global Finance and Operations Teams with team members located in all three offices. Setting financial and administrative policy and direction, the CFO also leads and encourages shared accountability for financial management and reporting, business planning, and budgeting. The CFO defines the processes and implements the infrastructure/systems and teams to ensure strong internal capacity and controls including oversight of the contracting, information technology, human resources, security, travel, and physical infrastructure functions.

Key Responsibilities

As WCF continues to grow and advance its mission, the CFO works with staff across the organization, supports the President and Board of Directors, oversees finances for the organization, and strengthens internal systems. The CFO is responsible for the following:

Strategy, Vision, Leadership

- Serve as thought partner with the leadership team and Board, supporting cross-organizational collaboration, to advance strategic opportunities, mitigate challenges and risks, and optimize WCF's operating model, operational delivery, and financial performance.
- Safeguard stewardship of the resources entrusted to WCF.
- Ensure compliance as an organizational priority while implementing non-profit best practices and adhering with legal and regulatory considerations.
- Drive enhanced internal capacity empowering and educating the WCF team to become full partners in resource management and decisions, compliance, and organizational operational excellence.
- Promote a culture of high performance and continuous improvement that values learnings and a commitment to quality.

Financial Management

- Develop and utilize forward-looking, predictive models and activity-based financial analyses.
- Ensure that finance staff maintains financial record systems in accordance with strong internal controls and GAAP, and monitor the use of all funds.
- Oversee the preparation and approval of all financial reporting for funding organizations, WCF's Board, and other internal and external stakeholders.
- Direct all financial, project-based, and departmental accounting ensuring proper systems and functioning.
- Oversee budgeting and cash flow management to monitor progress and present operational metrics both internally and externally.
- Oversee all audit and tax return activities.
- Manage relationships with banking, insurance, benefits, information technology, and other partners/vendors.

Organizational and Operational Management

- Manage centralized human resource and team care functions in WCF's current model which is centered on the manager – employee relationship.
- Ensure strong WCF performance and protection of WCF's interests through management of the contracting function.

- Manage WCF's operations as a cohesive global organization including information technology, security, travel, facilities, and field operations functions.
- Review and manage all formal finance, HR, Operations and IT related procedures, processes, and administration.

WCF uses a variety of tools in its finance and operations teams: Intacct accounting platform, Paylocity payroll and SpringAhead timesheets, Bill.com online payables, Tallie for expense reports, Adobe for contracts, and Microsoft Office tools including Word, Excel, and Outlook.

Skills and Attributes

- A strong commitment to WCF core values, which value individuals as visionary, respectful and trustworthy, put clients and members first, value collaboration and teamwork, as well as empowerment, freedom to act, and flexibility.
- Minimum 10 years relevant experience in leadership roles managing finance, operations, taking strategy to action, and delivering high quality results.
- Experience in nonprofit finance and accounting, federal grants and cooperative agreements, and NICRA a plus.
- Excellent organizational, strategic, and analytical skills with attention to detail as well as strategic thinking.
- Experience working in globally distributed organizations, ideally also with multi-stakeholder partnerships.
- Excellent oral and written communication skills.
- Excellent judgement and creative problem solving including being an entrepreneurial team player who can multi-task.
- Demonstrated experience as a leader including evidenced success in building high performing teams, balancing multiple priorities, operating in a resource constrained environment, and driving continuous improvements.
- Demonstrated ability to work effectively as a member of a fast-moving team.
- Business, finance, accounting, or related degree required. MBA and/or CPA highly preferred.
- Proficiency in Excel and related Office programs.
- Experience with Intacct and other online accounting systems and tools such as Bill.com, Paylocity, and Tallie a plus.

Application Process

To apply, upload resume, cover letter, and salary requirements by [clicking here](#)*. For other inquiries, contact Adrienne O'Rourke at adrienne.orourke@marcumllp.com. Resume reviews begin immediately. WCF hopes to advance a process that results in the new CFO beginning their work before the end of 2020.

*Link to apply:

https://curawebservices.mindscope.com/RAFFA04463_CURA/Aspx/form.aspx?lang=en&Job_ID=460&source=WCF

About Raffa – Marcum's Nonprofit & Social Sector Group

On behalf of WCF, Raffa – Marcum's Nonprofit & Social Sector Group is advancing the CFO search. Founded in 1984 and merged with Marcum in 2018, Raffa is, and always has been, a mission-driven professional services firm seeking to do more for nonprofits and socially conscious companies like WCF. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector>.