

ReSurge International

Chief Financial and Administrative Officer

ReSurge International is thrilled to present an outstanding career opportunity for an experienced nonprofit executive to join our pioneering, mission-driven organization as we scale up access to life-changing reconstructive surgery in Africa, Asia, and Latin America. The ideal candidate will have a minimum of five years of experience managing the finance and administration of a high growth non-profit organization. The ideal candidate will bring proven expertise in financial management and planning, nonprofit accounting, administrative operations, and board relations while embodying integrity and ethical leadership. We seek a seasoned professional who thrives in a fast-paced, positive environment and shares an authentic passion for transforming lives and communities in lower income countries around the world.

ReSurge is at an exciting inflection point in its history, with a bold new strategic vision calling for a ten-fold expansion of impact propelled by a parallel increase in resources. The Chief Financial and Administrative Officer will serve as a crucial part of ReSurge's leadership team at this transformative time in the organization's history.

Position Summary

The Chief Finance and Administration Officer (CFAO) is responsible for all financial and administrative operations of ReSurge International. The CFAO reports to and partners with the President & Chief Executive Officer (CEO). In addition, the position collaborates closely with other members of ReSurge's leadership team to develop and implement strategies across the organization. The CFAO safeguards the assets of the organization and oversees all compliance and recognition for private grants and government contracts. This position is responsible for building and managing effective and streamlined administrative and financial systems, including financial forecasting, accounting services, budgeting and expense reporting, legal, information technology, human resources, and physical infrastructure. The CFAO will be involved in strategic planning, evaluation, and capacity-building initiatives as ReSurge advances its vision to expand access to reconstructive surgery in low-income countries by ten-fold.

Key Responsibilities

Finance and Accounting

- Conduct budgeting, financial forecasting, and cash flow analysis for administration, existing programs, and proposed new projects and programs.
- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics.

- Supervise the Director of Financial Operations and any additional staff members/contractors supporting ReSurge's financial and administrative operations, including accounts receivable and payable, monthly reconciliations, credit card and related expense reporting, accruals, temporary and restricted fund accounting, endowments, etc.
- Coordinate all audit activities; coordinating with the independent auditor firm and the Audit Committee.
- Serve as a primary staff liaison to the Board of Directors (BOD) and subcommittees on all financial related matters; prepare and present reports to the BOD.
- Responsible for fixed assets, bank reconciliations, and month end; serve as external representative for financial matters related to the organization.
- Steward the development and implementation of ReSurge's investment policy and oversee the performance of financial services providers and investment advisors.
- Work in partnership with President & CEO, other executive team leaders, and the board of directors to develop long term strategic plans. Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation.

Administrative Operations

- In partnership with the President & CEO, create and implement a human resources strategy that builds a positive and accountable organizational culture.
- Oversee human resources operations to ensure accuracy, consistency, and thoroughness.
- Ensure full compliance with State and Federal employment laws, working closely with ReSurge's HR consultant.
- Promote a positive, growth mindset across the organization by developing and implementing a proactive menu of training opportunities and forums for staff members to share ideas and receive mentoring/coaching as appropriate.
- Monitor the organization's information technology needs and manage the relationship with our IT consultants.
- Negotiate, review, and execute a wide variety of contracts on behalf of the organization, in partnership with the department directors and the President & CEO; implement a contracts management system.
- Serve as the primary point of contact for matters related to ReSurge's main office, including the lease, utilities, equipment, improvements, and vendors.
- Oversee Resurge's state and foreign registration requirements.
- Ensure compliance with external standards, including Charity Navigator and InterAction.

Education & Experience

- Five to eight years of experience managing the finance and administration of a high-growth organization (preference given to nonprofit experience).
- Bachelor's degree in Business, Management, or Finance. MBA, related Masters degree, or CPA license desired.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- Exceptional attention to detail.
- Demonstrated ability to manage multiple projects simultaneously and effectively lead teams of staff on a variety of activities.
- Outstanding people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team environment.
- Experience should include legal, audit, compliance, budget, information technology and human resources.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Technologically savvy, with direct experience designing and implementing new processes and systems that increase efficiency and effectiveness in a fast-moving environment.
- Experience working with non-profit boards of directors.
- Knowledge of Microsoft Word Processing, accounting software (preferable SAGE MIP/ Abila), spreadsheet software and familiarity with contact-based databases.
- A commitment to ReSurge's mission and the general field of global health.

Work Location

This position is based in Sunnyvale, California with two to three days per week anticipated in the office. This position may also require some evening or weekend hours for events and board meetings.

About ReSurge International

ReSurge International is a global non-profit organization passionate about increasing access to reconstructive surgical care in low-income countries by training and supporting the next-generation of reconstructive surgeons across Africa, Asia, and Latin America.

Reconstructive surgery restores normal function resulting from an accident or trauma, a congenital condition, or cancer—enabling people to live full productive lives. Traffic accident injuries, burns, cleft lip and palate, missing fingers or toes, and cancer reconstruction are all common conditions reconstructive surgeons treat.

At ReSurge, we are one of the few organizations to provide the full scope of reconstructive surgical care for those in low-income communities. ReSurge International pairs 50 years of experience with an innovative capacity-building model that is creating a ripple-effect of impact across human lives, communities, and economies.

Diversity, Equity, and Inclusion

It is a core belief at ReSurge that diversity, equity, and inclusion make our programs stronger, and we seek to reflect that diversity on our team as well. We are an equal opportunity employer actively seeking diversity in service to our mission to train, fund, and scale reconstructive surgical teams in low-income countries, increasing access to life-changing care for patients with the greatest need.

Compensation

Commensurate with qualifications and experience, plus comprehensive benefits including excellent health insurance, retirement savings plan (including company match), life insurance, and generous paid time off. Salary Range: \$165,000 - \$180,000.

To Apply

To apply, please submit a resume and cover letter detailing your interest in the position to jobs@resurge.org. No phone calls, please.