



The Micronutrient Forum has an immediate opening for the position of Chief Financial Officer. This is a remote senior level position for the Nonprofit Corporation registered in Washington, DC with operations on an international scale.

The Micronutrient Forum (MNF) is an international expert organization that serves as a global convener and knowledge broker for sharing expertise, insights and experience relevant to micronutrients in all aspects of health promotion and disease prevention, with special emphasis on the integration with relevant sectors. Our primary objective is to promote dialogue and collective action on vitamins, minerals, and other nutrients across multiple sectors by bridging nutrition science, policy, programs, and responsible business practices for health and well-being.

The Forum is a US Based 501(c)3 non-profit corporation and operates as a remote organization with staff, consultants, and leadership spread across the globe.

## Purpose of the Position

As a senior level officer of the corporation, and member of the executive management team, the Chief Financial Officer (CFO) provides expert counsel and directs the fiscal operations of Micronutrient Forum. This includes providing clear, concise financial information and analysis to Management, the Board of Directors, and key stakeholders both inside and outside the organization.

## Major Duties and Responsibilities

The CFO is responsible for:

- Creation of plans, systems and approaches that will enhance the management and deployment of resources
- Support of the development of new and innovative business models that optimize impact and ensure financial resilience of the organization
- Directing and maintaining full managerial responsibilities for general accounting, budgeting, financial planning, contracting, information technology, payroll, purchasing and telecommunications.
- Developing both long and short-range operational and capital budgets based on and supported by the organizations long and short-range plans and objectives.

## Organizational Relationships

The CFO reports directly to the President/Executive Director with dotted line responsibilities to the Board of Directors, the Executive Committee of the Board of Directors, the Treasurer and the Audit Committee as determined by the Board.

## Qualifications and Requirements

### Education

- Minimum of BS degree with CPA and/or MBA preferred.



## **Experience**

- Previous experience as CFO or equivalent for a non-profit (preferred) or for-profit consistent with our expectation of engaging a candidate taking a senior financial- management role.
- Experience working with information technology staff to manage finance and accounting software packages.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance and reporting.
- Experience working with remote teams.

## **Skills and Other Required Qualifications**

- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Excellent written and oral communication skills.
- Exceptional organizational, communications, and interpersonal skills.
- Fluency in written and spoken English (U.S. State Department equivalent of 4S, 4R, and 4W)
- Collaborative management style.
- Ability and willingness to travel domestically and internationally.
- Ability to work in a fast-paced environment with proven ability to analyze, problem-solve, manage, and prioritize CFO activities with the complex, diverse global portfolio of projects administered by the Micronutrient Forum.

## **Desirable Qualifications**

- Fluency in a second language after English.

## **Compensation:**

- A competitive salary starting from \$110,000 USD and benefits package commensurate with experience.

## **Note to Candidates**

The Micronutrient Forum is an equal opportunity employer and is committed to foster and celebrate gender equality, diversity, and inclusion in our organization. All qualified applications will receive consideration for employment without regard to race, age, gender identity, sexual orientation, color, religion, marital status, national origin, ethnicity, political beliefs, disability status, or any other status protected by US federal, state, or local law, or international law.

## **To Apply**

To apply, please email [forecruitment@micronutrientforum.org](mailto:forecruitment@micronutrientforum.org) with:

- A Resume.
- A cover letter outlining your experience as it relates to the position.



Please include your name and the title for this position in the subject line of your email.

The application deadline is December 31<sup>st</sup>, 2022, but applications will be reviewed on a rolling basis.

The Forum will respond to the best-fit candidates with more information about the position and schedule remote interviews.