



CHIEF ADMINISTRATIVE OFFICER

About the Role

Arundel Community Development Services (ACDS) is looking for a Chief Financial Officer. ACDS is an established nonprofit organization created by Anne Arundel County to develop housing and community development opportunities for low-income households and underserved communities, managing over \$25 million in federal, state, and local housing and community development funds.

In this position you will oversee the finance department and other key internal administrative functions including human resources and information systems. This position will play a pivotal role in the strategic leadership and overall management of ACDS, reporting to and working directly with the CEO. The CFO will provide visionary leadership, operational excellence, and collaborative management to drive ACDS's growth, impact, and financial sustainability.

Key Responsibilities:

- Manage and support the Director of Finance to develop and run the organization's accounting and budget, ensuring financial sustainability and federal and state regulatory compliance.
- Oversee the day-to-day operations of Human Resources, IT, and other internal functions, including supervision of Operations Manager and Human Resources Manager.
- Collaborate with the CEO to set the organization's strategic direction, goals, and priorities.

Qualifications:

- 10+ years in a senior management position in a non-profit organization, foundation, or government agency
- Advanced/MBA degree from an accredited university
- Finance oversight experience, including Federal and State grant management and other compliance related to Federal and State grants.
- Experience overseeing all aspects of the budgeting process in a nonprofit organization.
- Experience overseeing HR, personnel management, and organizational operations
- Ability to use and interpret accounting, financial, and computer terminology, and Human Resource language.
- Passionate about ACDS's mission and impact
- Demonstrated commitment to social equity, inclusion, and diversity.

Location:

Annapolis, MD. Relocation assistance is not available for this position.

Salary/Benefits:

- 12% employer contribution to 403(b) Retirement Plan
- Free parking

HOW TO APPLY:

Please email your cover letter and resume to the below email. Resumes without cover letters will not be considered.

The McCormick Group has been engaged to handle the search. Inquiries, confidential expressions of interest or referrals should be directed to Reid Weston at ACDSsearch@tmg-dc.com

ACDS is an Equal Opportunity Employer