



Primary Care Development Corporation
Chief Financial Officer
New York, NY
(Hybrid)



About the Organization

Primary Care Development Corporation (PCDC), a national 501(c)(3) nonprofit organization and community development financial institution (CDFI), strengthens communities and builds health equity through strategic primary care investment, capacity building, and advocacy. PCDC envisions a future where all people have access to high-quality primary care because primary care is a cornerstone of healthy, vibrant communities.

PCDC partners with providers and practices – particularly those in low-income communities and communities of color – and investors to identify healthcare needs, increase primary care capacity, and craft effective, evidence-based solutions. PCDC's work is centered around three core areas of focus:

Capital Financing – PCDC is committed to helping meet the capital needs of community-based health providers across the country to expand and enhance primary care and other vital services.

Consulting and Training – PCDC provides consulting, practice coaching, and training to strengthen primary care providers' ability to offer effective, responsive, and patient-centered care.

Advocacy – PCDC supports policies at the federal, state, and local levels that promote health equity by expanding and ensuring access to quality primary care.

PCDC's Impact

PCDC's commitment to primary care has led to remarkable results: better access to primary care and improved health outcomes across the country, leading to stronger communities and healthier people. Since our founding, PCDC has leveraged capital investment to improve access to high-quality primary care and advance health equity. PCDC-funded projects have created or preserved thousands of jobs and brought investment, technical assistance, and training to primary care practices, improving access and quality in communities nationwide. Over the last 30 years, we have leveraged over \$1.7B in capital and investment.

Position

PCDC seeks a mission-oriented and analytical Chief Financial Officer (CFO) who will lead the formulation and execution of financial analysis and strategy for PCDC and oversee all financial functions. A member of PCDC's executive team, the CFO will lead the creation of and monitor performance against PCDC's business plan, collaborating closely with and advising PCDC's three business units (Capital Investment, Clinical Quality Partners (training and technical advisory services), and Strategic Public Affairs (communications, marketing, policy, advocacy, evaluation, and analytics) on financial planning. The CFO will be responsible, in close collaboration with the managing director of the Capital Investment team, for raising capital from banks and other investors and managing PCDC's pool of capital available for lending and other uses.

The ideal candidate will be both a strategic thinker, with the ability to act as a thought partner to the Executive Team, CEO, and Board, as well as a proven operational leader. A successful CFO will have expertise in non-profit finance, as well as strong experience providing leadership and strategic direction in capital financing including capital raising and loan servicing. They will bring keen operational insight with an eye toward continuous improvement, and a willingness to roll up their sleeves to get the job done.

The CFO will be a collaborative and engaged manager who will lead, coach, and mentor a high-performing and tenured team of finance and accounting professionals including two direct reports.

The CFO oversees a team of approximately four to five staff, including the Senior Director, Accountants, and Analysts, and coordinates closely with the Capital Investment team on capital planning, uses, and sources. The position will maintain the highest level of confidentiality of all information to which it has access.

Responsibilities

Financial Management & Compliance

- Oversees general accounting operations and all treasury functions.
- Establishes and maintains appropriate internal controls.
- Provides monthly, quarterly, and annual financial reports and forecasts.
- Monitors organizational performance against both the annual budget and PCDC's strategic and business plans.
- Develops and maintains asset/liability management.
- Oversees loan servicing and reporting.
- Oversees annual financial audit, ratings, and governmental audits.
- Oversees compliance with all funders, government, and investor reporting, restrictions, and covenants.

Financial Strategy, Planning & Analysis

- Develops, refines, and implements PCDC's financial strategy.
- Develops tools and systems to provide critical financial and operational information to the Board, CEO, and senior management.
- Develops, monitors, and implements financial forecasting tools.
- Leads an integrated annual budgeting and planning process and multi-year financial scenario planning.
- Provides strategic leadership for engagement pricing strategy and budgeting for PCDC's technical advisory services and provides oversight for grant and foundation budgeting and expense.
- Leads the integration and efficiency of financial management, employee expense, project management, and accounting software tools.

- Optimizes PCDC's investment portfolio and liquidity, while managing investment guidelines and policies.
- Maintains situational awareness of economic conditions, industry standards, and market trends.

Capital Raising

- Optimizes debt and grant capital uses and sources in close cooperation with the Managing Director of the Capital Investment team.
- Raises capital from and leads relationship management with banks and other sources, including the CDFI Fund and impact investors.
- Collaborates on proposals and applications for capital grants from foundations, government, and other sources.

Executive Leadership and Collaboration

- Serves as an essential member of PCDC's executive leadership, building a vision, setting priorities and policies.
- Inspire, lead, and support a finance team of 4-5 staff members.
- Provides strategic planning at the enterprise level.
- Staffs the Board of Director's Finance/Audit Committee; in collaboration with the Committee Chair; develops committee objectives and meeting agendas and prepares information and materials for board and committee meetings.
- Serves on PCDC's Staff Loan Committee; attends all meetings of PCDC full Board of Directors and all other committees as needed.
- Maintains situational awareness of economic conditions, industry standards and market trends.
- Helps build and lead PCDC's approach to health equity and racial justice.

Qualifications

- At least 10 years of progressive financial experience, with significant experience in non-profits.
- Bachelor's degree in a finance-related field required: MBA, CPA or related advanced degree or certification preferred.
- Expertise in financial accounting, cash management, analytical and budgeting skills.
- Demonstrated financial strategy, including projections, modeling, and profitability analysis across different lines of business.
- Strong understanding of and experience with:
 - Lending and Loan Servicing
 - Asset Liability Management
 - Bonds and New Markets Tax Credits
 - Grants Management
- Strong preference for experience working in a CDFI (Community Development Financial Institutions Fund). Knowledge of primary care/health care is welcomed but not required.

- Technology literacy, including systems management and financial reporting systems.
- Quick learner with the ability to master complex topics.
- Strategic thinker, able to serve as a thought partner.
- Decisive, with a “get things done” mentality.
- Collaborative, with the ability to communicate and inspire confidence with internal stakeholders including within the finance team, between other functional teams, and with the board.

Equal Employment Opportunity Requirements

It is the policy of Primary Care Development Corporation (PCDC) to provide equal employment opportunities to all qualified individuals without regard to race, color, creed, religion, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity or expression (including transgender status), age, marital status, familial status, citizenship status, disability or genetic information or handicap or status as a Vietnam-era or special disabled veteran in accordance with all applicable federal, state and local laws.

Salary

This position has a salary range of \$230,000 - \$250,000 with a comprehensive benefits package.

This position description is based upon material provided by Primary Care Development Corporation, an equal opportunity employer.

To apply for this position, please click [HERE](#).

Jess Black, Senior Talent Consultant

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Sarah Skrovan, Senior Associate