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Cradle Society

Director of Finance

Evanston, IL (<http://maps.google.com/maps?q=2049+Ridge+Avenue+Evanston+IL+USA+60201>)



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Job Type

Full-time

Description

The Cradle, a leading nonprofit organization in Evanston, IL, is seeking a Director of Finance to serve as a trusted partner to the CEO, CAO and the board of directors. This hands-on leadership role guides all financial operations, from budgeting and cash flow to investments and insurance management. Ideal candidates bring strong nonprofit finance experience, collaborative leadership skills, and a passion for mission-driven work.

Requirements

Essential Functions

Financial Leadership & Strategy (25%)

- Partner with senior leadership and the Board to provide financial insights and recommendations.
- Lead annual budgeting, forecasting, and long-term financial planning.
- Oversee investment portfolio management to align with liquidity, risk, and mission goals.

Financial Operations & Reporting (40%)

- Manage all accounting functions including A/P, A/R, payroll, general ledger, and cash flow.
- Ensure accurate and timely financial reporting in compliance with GAAP and nonprofit standards.
- Prepare and present financial statements, budgets, and grant reports.
- Support fundraising efforts through budget development and donor/grant reporting.

Compliance, Risk & Insurance Management (25%)

- Oversee audits, IRS filings, and compliance with federal, state, and donor regulations.
- Administer all organizational business insurance programs (including therapy coverage) and maintain all risk management systems

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Team, Systems & Process Leadership (10%)

- Supervise Finance Staff and collaborate with HR, Operations, and Consultants.

- Strengthen financial systems, policies, and procedures for efficiency and accuracy.
- Provide financial guidance and training to staff and managers.

Qualifications

Education & Experience

- Bachelor's degree in accounting, Finance, or related field (CPA, CFA, or MBA preferred).
- 7–10 years of progressive experience in financial management, including at least 3 years in a nonprofit finance leadership role.
- Proven expertise in cash flow management, investment oversight, insurance carrier administration, and 403(b) plan management.
- Knowledge of medical billing, payer credentialing, and insurance reimbursement processes is strongly preferred.
- 3+ years' experience as a supervisor

Skills & Competencies

- Deep knowledge of GAAP, nonprofit accounting, and fund accounting principles.
- Proficiency in running payroll, accounting systems (e.g., Financial Edge, Converge) and advanced Excel skills.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong written and verbal communication skills, including the ability to present complex financial data to non-financial audiences.
- Collaborative leadership style that fosters trust, teamwork, and transparency.
- Commitment to The Cradle's mission, values, and equity goals.

Salary Description

\$100,000 - \$110,000 annually

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