



## **Chief Financial Officer Opportunity Profile**

Administer Justice (AJ) based in Elgin IL - is in the business of planting and supporting volunteer-led legal aid ministries around the country. With several locations already launched in our incubation phase, we are poised for exponential growth. Before this can happen, we need a talented Chief Financial Officer. AJ's CFO will define the process and implement the financial and information systems needed to support substantial growth over the next five to 10 years. They will continue to build and manage effective and efficient systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure. As a member of the senior management team, their careful financial analysis and informational infrastructure will provide critical guidance for leadership to make strategic decisions as well as for Gospel Justice Centers to have excellent transparency in center operations, leading to the health and expansion of new sites nationwide.

### **THE PROBLEM WE ARE ON MISSION TO SOLVE**

Today there is a crisis in America. It goes beyond the economy, the pandemic or race relations. When you look carefully, even within your own neighborhood, the crisis leaving a devastating wake - is in our Justice System. America ranks 110<sup>th</sup> in the world for providing affordable access to justice. Today, 1 in 3 Americans cannot afford the high cost of lawyers. Did you know that one of your neighbors is turned away from legal help every second – that is 120 people in the time it takes to read this page - and 36 million requests this year. While TV and movie characters say “you have the right to a free attorney” that is only true if you are charged with a serious crime - NOT if you are the victim of violence, unfairness or discrimination. Without legal guidance, individuals are 21% more likely to be abused, 47% more likely to experience financial, physical, and emotional loss, and 70% more likely to need public assistance.

### **OUR HISTORY**

In 2000, our current CEO, Bruce Strom, founded Administer Justice to provide volunteer- led legal aid in the Chicago area. Our name comes from a Christmas gift made by Bruce's wife Helen of daily justice verses. One of those verses comes from Zechariah 7:9-10: “This is what the Lord Almighty said, ‘Administer true Justice, show mercy and compassion to one another. Do not oppress the widow or the fatherless, the alien or the poor. In your hearts do not think evil of each other.’”

In 2013 Moody published Bruce's book, *Gospel Justice*, which helped launch a separate national legal-aid planting ministry called Gospel Justice Initiative. In the Fall of 2018 Administer Justice and Gospel Justice Initiative merged for greater synergy. In 2019 the board determined to solely use the name Administer Justice. Today, the “new” Administer Justice has the best of both worlds - a robust service infrastructure along with a highly duplicable “business in a box” national rollout model.

Administer Justice is led by a dynamic 11-member Board of Directors that is committed to our founding Chairman John Robb's vision for *1,000 Gospel Justice Centers transforming lives in the name of Christ.*

# Administer Justice



What makes AJ Gospel Justice Centers distinctive?



Over the years, our CEO and board learned multiple ways how NOT to create a self-sustaining, easy to establish, high-impact Gospel Justice Center. Today a distinct, proven formula allows for significant impact. Each center is Christian demonstrating the love of God and the love of neighbor. Justice for the poor is God’s heartbeat and is the second most prominent theme in the Bible. God’s restorative justice compels us to see our neighbor as a person to be loved, not a problem to be fixed. We do ministry *with*, not *for*, neighbors in need.

No one does justice alone and we have a unique 7-10-person team that serves once a month (typically on a Saturday morning for 4 hours). The advisory session helps the client get answers to important legal questions that often are the cause of stress, fear, anxiety, and despair. In just a few minutes of expert guidance, peace is experienced, and practical help is provided. In addition to attorney(s), the remaining support team act as a care-giving group, providing everything from hospitality and prayer to follow up. A typical center will touch the lives of 60-80 people each year - including single moms, veterans, elderly, immigrants, and other vulnerable neighbors in need.

We locate in neighborhood churches to make justice more accessible. The only charge for a client is a \$30 dignity fee providing value to the client. With the average hourly rate for an attorney exceeding \$300/hour, this one-time charge is not meant as a barrier but as a means of obtaining buy-in. The \$30 comes back to our national support center and enables us to provide the insurance, database and systems needed to sustain operations without any cost to the local church. We invite individuals called Torchlighters to make a one-time gift of \$5,000 to cover all initial costs for opening a Gospel Justice Center. Once opened the site is self-sustaining. A one-time gift provides a lifetime of impact.

We believe strongly in the local church. Clients step into a church on a Saturday who would never visit the church on Sunday, but they return because of the experience they had at the Gospel Justice Center. Most legal issues can be resolved in a single visit, others require additional visits or additional coaching. Every client receives a unique step by step plan to address their situation. Every plan is followed up by a client follow-up advocate. This wrap around care and model is unique and transformative.

## **HOW WE OPERATE**

Our mission is to empower vulnerable neighbors with the help of a lawyer and the hope of God's love.

Our work centers around four core values for staff to embrace as we each do our PART. This is an acronym for Professional, Adaptive, Result-Oriented, Team Player. We are one team operating in three internal divisions: Engage, Equip and Ensure. This role leads the Ensure division which handles finances, technology, and the transparent stewardship of resources. Our Engage Team raises awareness and support while expanding impact through communication and ways to get involved. Our Equip division trains volunteers to empower vulnerable neighbors through next step plans. The CFO will join a collaborative team of 10 staff and several hundred volunteers.

## **YOUR OPPORTUNITY**

Administer Justice is currently seeking a talented full-time Chief Financial Officer to scale our fast-growing national ministry. We are looking for an energetic and high capacity leader who has scaled before with demonstrated leadership in finance, IT, and administration. This person is excited for the joy and challenge of applying his or her time, talents, and treasures to make a profound impact in the lives of thousands of vulnerable neighbors as they seek justice and find freedom to the glory of God.

The individual who assumes this role will be an integral member of the senior management team and will be responsible to:

### **Strategic Thinker**

- Partner with the senior leadership team on all strategic issues as they arise; providing recommendations based on financial analysis and projections, cost identification and allocation, and regular revenue/expense analysis.
- Develop AJ's approach to non-profit financial certification acquisition and impact reporting.
- Develop 1-year and 5-year technology plan to drive Gospel Justice Center (GJC) growth and allow AJ's National Support Center (NSC) to achieve economies of scale for stewardship of God's resources and advance self-sustainability.
- Lead and implement AJ's approach to data architecture, tech stack, system integrations, and governance for financial (Bloomerang CRM, QBO), reporting (Power BI), and communications systems (MS Teams, phones, video conferencing).

### **Financial, IT, and Administration Leadership**

- Direct and manage the annual budget, audit, 990's, cash flow and forecasting, reporting, and daily accounting and finance functions.
- Oversee all financial, project/program, and grants accounting including budget preparation and spend down of grant funds, responsible for the quality and content of all financial data and reporting. Specifically, the CFO will serve as our Qualified Business Manager for the Low Income Taxpayer federally funded grant. The CFO will also be responsible for Illinois GATA compliance.
- Partner with Development to support regular donor analysis and proactive engagement.
- Empower Gospel Justice Centers with financial and administrative support including financial policy training, initial resourcing, and on-going center account visibility through MS Teams/Power BI (designated donations, center expenses, client administrative fee, and center fund management) and webstore oversight support.
- Develop, adopt, and implement new technology tools and practices, while improving upon existing systems. Manage relationship with IT Vendors.
- Partner with CEO and legal counsel to manage multi-state corporate filings and legal compliance.
- Evaluate and oversee all benefits negotiations, thus providing the most competitive packages for

AJ's employees.

### **Team Player**

- Drive cross-functional collaboration using information systems, technology tools, and efficient workflows to bridge across systems and teams.
- Critically evaluate all formal finance-, IT-, and HR-related procedures, processes, and administration, recommending improvements and automation to the systems in place for efficient and paperless management of the systems going forward. Develop support SOPs.
- Recruit and supervise high impact volunteers to engage in special projects, facilities maintenance, or ongoing administrative support for the Ensure team.

**The impact you will have:** When done well you will experience joy from:

- Knowing you were used by God as His instrument in moving His church and His people to advance His heart for justice in a way that has never happened before.
- Seeing the success of the ministry resulting from inspired confidence and trust through full transparency and compliance with all legal, grant and other accounting policies and practices.
- Knowing the systems and processes you helped implement led to growing sustainability.
- Seeing lives transformed through the expansion of Gospel Justice Centers.

### **SKILLS NEEDED**

The skills needed to ensure the success of the role include:

1. **Competent** – Solid accounting skills and background, nuts and bolts experience in the operations of a business and/or nonprofit, a strategic thinker with a big-picture mentality.
2. **Committed** – Passionate about the mission of the organization and understands the realities of the nonprofit sector.
3. **Communicative** – Able to speak in non-financial language, can translate and teach financial literacy, relates well to the board of directors and multiple stakeholders.
4. **Creative** – Flexible, thinks outside the box, figures out how to say “yes” and make things possible! The ideal candidate does not simply do the same old thing but will be a specialist who watches new accounting, regulations, technology, and other areas that could impact compliance or operational growth to raise with the CEO and COO.

### **WHAT SUCCESS LOOKS LIKE**

Success in this role is measured by:

- Financial and data integrity and accuracy with budget, cash flow projections, and reporting.
- Compliance with grant funds, 990s, audit, legal, internal policies for expenditure approval and reimbursements, reporting to Board Treasurer/full board.
- Accurate and up-to-date Gospel Justice Center account visibility report (MS Teams/Power BI);
- 100% of Gospel Justice Centers using Acuity for client payment processing to support growth in self-sustainability.
- Achieving the highest level of four or more non-profit certifications to promote supporter trust and transparency.
- Staff and volunteers embracing a culture of digital transformation.
- Consistently identifying cost-savings for the organization, while not compromising growth.

### **QUALIFICATIONS**

- In a growing, energetic relationship with Jesus Christ and aligned with Administer Justice's Statement of Faith.

- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.
- Bachelor's and/or master's degree in Accounting, Finance, or Business and/or combination of equivalent college coursework and experience preferred; CPA/CMA or MBA would be a plus.
- The CFO will have at least five to eight years or more of professional experience, ideally including managing the finance and administration of a high-growth organization (nonprofit experience a plus). She or he will have experience creating and driving the analytic framework across finance (accounting, budgeting, control, and reporting), HR, and IT for planning and managing organizational change in a highly entrepreneurial organization.
- Understanding of QuickBooks Online (QBO), budgeting, cash flows, designated funds, balance sheets, not for profit tax returns and audits.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Demonstrated effective interpersonal skills, resourceful and creative problem-solving, conflict, and ethical management.
- Motivated by good stewardship and seeing the impact that has on the team as they advance God's Kingdom of justice.

### **COMPENSATION**

The position is full-time salaried exempt and provides health insurance, holidays, paid time off days, cell phone reimbursement and other reimbursements. Compensation is benchmarked against not for profits of comparable size under one million dollars.

### **INQUIRY PROCESS**

If after reading this description, you have interest in the CFO position at Administer Justice and you feel you meet the qualifications for the role, you are invited to submit the following information for consideration:

- Your resume or CV (in Word format).
- 3 references (at least 1 ministry, 2 professional peer/colleague). Include phone and email information for each reference. *These references will be contacted later in the process and only with your prior approval.*
- Written response to:
  - Share your personal faith story. How and when did you enter a personal relationship with Jesus Christ? How have you been growing spiritually? How do you stay spiritually refreshed amid a busy life?
  - What specifically about Administer Justice is attracting you to apply for this position? What experiences and/or accomplishments have you had that make you an ideal fit for the position?
  - Please read "CFO Fitness Quiz: Are You Tough Enough for the Caring Sector?" and share the two insights that struck you most and why.

Please submit your information to:

Jules Roper, ([jroper@administerjustice.org](mailto:jroper@administerjustice.org)) COO, Administer Justice.