

**TSC Alliance**  
**Silver Spring, Maryland**

**Chief Financial Officer**

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The TSC Alliance is an internationally recognized nonprofit that does everything it takes to improve the lives of people with tuberous sclerosis complex (TSC). We drive research, improve quality care and access and advocate for all affected by the disease. The TSC community is our strongest ally. The collaboration of individuals and families, along with the partnership of other organizations, fuels our work to ensure people navigating TSC have support—and hope—every step of the way.

- We use a comprehensive approach to improve quality of life for people with TSC—fueling promising research while making sure, day to day, individuals are diagnosed early and receive the highest quality care available. We also use our voice in policy around equitable healthcare access and federal funding for TSC research.
- Our work wouldn't be possible without the commitment of our community. Advancing research requires dedicated investigators, individuals with TSC, government and industry. Improving quality of and access to care demands healthcare professionals and dedicated volunteers. Raising awareness takes the work of families, individuals and volunteers.
- We want to create an environment where all individuals feel included; our organization reflects and serves the broad diversity of our community; and we bridge health inequities.

With an annual budget of \$7.1 million, the TSC Alliance advocates with and on behalf of our community to ensure everyone living with TSC has what they need to live their fullest lives. Reporting to the Chief Executive Officer (CEO), the Chief Financial Officer (CFO) will implement the infrastructure/systems needed to support substantial growth over the next five years. The CFO will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR) and physical infrastructure. As a member of the Executive Management team, the CFO will be involved in strategic planning, evaluation and professional development initiatives as well as overall management of operations as they relate to budget management, cost benefit analysis, investing and protecting resources, forecasting needs and securing new funding.

The CFO supervises the Finance and Administrative Department and is the chief financial spokesperson for the TSC Alliance and the TSC Alliance Endowment Fund organizations.

## **ORGANIZATIONAL STRUCTURE AND INTERFACES**

Reports to: Chief Executive Officer

Primary Interfaces (internal): CEO; Chief Scientific Officer; Senior Accountant; Sr. VP, Strategic Communications; VP, Donor Relations; VP, Community Programs; Director, Global and Government Affairs; Sr. Assoc. Director, Community Programs; Development Systems Manager; Executive Assistant

Primary Interfaces (external): Board of Directors, Finance Committee, Endowment Fund Board, Corporate Advisory Board, donors, corporate partners, vendors, volunteers, individuals with TSC and their families/caregivers

## **DIRECT REPORTS**

Finance and Administrative staff

- Senior Accountant
- Activities of the Finance Committee and other Committees as appropriate of the TSC Alliance Board of Directors.
- Activities of the TSC Alliance Endowment Fund Board of Directors.

## RESPONSIBILITIES

The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities, including accounting, finance, human resources, banking relationships, forecasting, risk management, operations management, vendor negotiations, financial strategic plans, annual audit and tax returns, charitable gift annuity management, state charity registration coordination and investment management for the operating and endowment organizations.

### Financial Management

- Direct and oversee all aspects of the Finance & Accounting functions of the organization including Senior Accountant supervision:
  - Payroll/Time Sheets
  - Accounts Payable
  - Expense Reports
  - General Ledger Adjustments
  - Closing Schedules
  - Reconciliation Schedules
  - Tax Filings: Form 990, personal property tax returns, 1099s, quarterly CA and other states sales tax returns
- Oversee the management and coordination of all fiscal reporting activities for the organization, including organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets, monthly financial statements, financial forecasting and cash flow projections for use by Executive Management as well as the Audit/Finance/Compensation Committee and Board of Directors.
- Oversee budgeting for existing and new programs.
- Oversee the maintenance of inventory of all fixed assets, including assets purchased in the future (computers, etc.).
- Develop and maintain systems of internal controls to safeguard financial assets of the organization.
- Ensure adequate controls are installed and substantiating documentation is approved and available such that all purchases may pass independent audits.
- Oversee audit preparation, the audit fieldwork, the coordination of review with audit committee and the Form 990 process.
- Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, all compliance issues are met, and preparation of annual financial statements is in accordance with U.S. GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Monitor banking and investment activities of the organization.
- Ensure adequate cash flow to meet the organization's needs.
- Manage one Senior Accountant; hire and retain support staff as needed in the future.
- Provide leadership in the development for the continuous evaluation of short- and long-term strategic financial objectives.
- Coordinate the state charity registrations with legal firm.
- File California Gift Annuity annual reports.
- Provide financial data for the annual report.

### Human Resources

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.
- Train the Finance and Administrative Department and other staff on raising awareness and knowledge of financial management matters.
- Serve as one of the trustees and oversee administration and financial reporting of the organization's Retirement Plan.

- Investigate cost-effective benefit plans and other fringe benefits the organization may offer employees and potential employees with the goal of attracting and retaining qualified individuals.
- Oversee and or conduct biennial salary and benefits surveys.
- Assist in the design, implementation and timely calculations of wage incentives, commissions and salaries for the staff.

### Operations Management

- Manage the organization's physical infrastructure, physical plant and system maintenance (phone system, security, etc.), with assistance from Sr. Assoc. Director, Community Programs.
- Lead TSC Alliance's IT plan for the future, including cyber security, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Ensure a disaster recovery plan is in place.
- Assess the benefits of all prospective contracts and advise the Executive Management team on programmatic design and implementation matters.
- Oversee business insurance plans and health care coverage analysis.
- Provide Executive Management team with advice on the financial implications of business activities.

### Administrative Leadership and Management

- In charge of office in absence of CEO.
- Work with the CEO on the strategic vision, including fostering and cultivating stakeholder relationships as well as assisting in the development and negotiation of contracts.
- Attend Board and Committee meetings, including serving as lead staff member on the Finance Committee, TSC Alliance Endowment Fund, Audit Committee and Compensation Committee.
- Establish and maintain strong relationships with senior executives so as to identify their needs and seek full range of business solutions.

### Other

- Other duties as assigned.

## CORE VALUES

**Build Value-Based Relationships:** Generating alliances internally and externally by continuously identifying and acting on those things that will create success for the organization and its constituents, researchers, health care professionals and communities.

**Contribute to Team Success:** Actively participating as a committed member of a team and working with other team members to help complete goals and deliverables.

**Customer Focus:** Making customers (external and internal) and their needs a primary focus of one's actions; developing and sustaining productive relationships; and creating and executing plans and solutions in collaboration with team members internally and externally.

**Provide and Accept Feedback:** Objectively observing, analyzing, and sharing perception of other people's performance to help reinforce or redirect behavior to improve performance and results and providing feedback that is timely, specific, behavioral, balanced and constructive.

**Work Standards:** Setting high standards of performance for self; assuming responsibility and accountability for successfully completing assignments or tasks; and self-imposing standards of excellence rather than having standards imposed.

**Consult:** Providing timely, specific information, guidance, and recommendations to help volunteers, Community Alliances and fellow staff members make informed committed decisions that will lead to sustainable impact.

***Establish Collaborative Working Relationships:*** Developing and using collaborative relationships to accomplish work objectives; developing relationships with other individuals by listening, sharing ideas; and appreciating others' efforts.

***Equity, Diversity and Inclusion:*** Ensure equity, diversity and inclusion permeate our organization and our work.

Successful completion of the projects noted in the success factors above requires cooperation with our staff team, board, volunteers, donors and key corporate and foundation partners. Quickly establish working relationships to complete projects as described above.

## QUALIFICATIONS

- Bachelor's degree (MA/MBA preferred) in Business, Management or Finance. CPA required.
- 10-plus years in progressively responsible financial leadership roles, preferably in nonprofit management and fund accounting. Knowledge of accounting practices and procedures and FASB regulation in the non-profit setting. Understanding of charitable solicitation regulations.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies and guiding investment in people and systems.
- Experience coordinating and managing information systems plans and engaging outside vendors.
- Strong interpersonal skills and ability to communicate and manage well at all levels of the organization and with staff at remote locations essential.
- Strong problem-solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- High level of integrity and dependability with a strong sense of urgency and results orientation.
- Must be extremely detail oriented and able to multi-task with a view of the big picture.
- Strong verbal and written skills.
- Extensive special events accounting experience and an understanding of "Raiser's Edge" software a plus.
- Experience working with volunteer committees and Boards of Directors.
- Strong computer skills on Microsoft platform, with proficiency in Microsoft Excel a must.