

HARRIS RAND LUSK

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Pacific House Chief Financial Officer Job Description

Mission:

Pacific House is a leading "housing first" organization that provides emergency shelter services as well as permanent supportive housing for men and families in Fairfield County, CT. In addition to meeting housing needs, Pacific House administers support services to help clients achieve self-sufficiency to lead fulfilling lives.

Background:

In 1982, an emergency shelter opened its doors in the basement of the First Congregational Church in Stamford. Under the sponsorship of The Council of Churches and Synagogues, the shelter was able to serve up to 60 people a night. In July of 1985, the "Shelter for the Homeless" was formed as an independent nonprofit service agency operating under the guidance of a Board of Directors. In 1988, the agency raised over two-million dollars to purchase and renovate the building at 597 Pacific Street, ultimately leading to a change in name to "Pacific House."

Since that time, the agency has evolved to provide health related and functional services to the men and young adults who stay at the shelter. It expanded its services by purchasing or building 15 residential buildings in Stamford, Norwalk and Darien, CT to provide safe, affordable, and supportive housing for people struggling with homelessness. In September 2025, Pacific House started construction on a new permanent supportive housing development to create housing for 18 families and 21 at-risk or formerly homeless individuals. The development, which will include office space for Pacific House's new headquarters, will bring the organization's total number of housing units to 161 across the Stamford, Norwalk, and Darien communities.

Currently, Pacific House has annual revenues of \$7.12M, \$32.6M in assets, and a staff of 45 people. It works with numerous other agencies in Fairfield County to provide a "Continuum of Care" to its residents. It serves up to 72 men and young adults in the shelter and provides housing for an additional 122 households in its residential buildings.

Position:

Pacific House is seeking a strategic and highly skilled financial executive with proven success in significant management positions to become its new Chief Financial Officer (CFO). Reporting directly to the President and CEO, the CFO will function as a key member of the Executive Team. They will be responsible for all financial management and technology service activities, and will provide counsel and advice to the executive staff and the Board on all fiscal matters.

The CFO will oversee and implement financial policies and plans for Pacific House, as well as provide overall management and direction for the accounting, budgeting, banking, grant review, purchasing, treasury, payroll, and tax reporting functions. The CFO will plan and develop Pacific House's basic systems of accounting and financial control, serve as the custodian of the company's financial assets and funds, and act as the primary liaison to the Board's Finance Committee.

Excellent communication skills and decisiveness are critical to this role, as is the ability to work closely with the Board, President and CEO, and staff in a transparent, honest fashion with frequent and robust reporting. The candidate must be able to manage people effectively and be an agent for positive cultural change. They will have a deep commitment to serving—the mission of ending homelessness through housing development and supportive services—ideally possessing experience in the housing sector. In addition, they will be diplomatic, of the highest integrity, and possess sound judgment.

Responsibilities

- Plans and develops a sustainable financial structure for Pacific House. Responsible for the company's systems of accounting and financial control.
- Responsible for the uniform and consistent recording and reporting of all fiscal transactions; supervises the preparation and presentation of the company's financial forecasts/cash flow analyses. Ensures that all reports properly present the company's financial position.
- Oversees the production of monthly and annual reports that facilitate senior management's monitoring of programmatic fiscal performance. Works to create an environment in which finance and program are aligned, integrated and transparent with each other and both are working to achieve mission success.
- Takes necessary action to ensure compliance with financial requirements established by law or regulation for any Pacific House agreement or contract; directs the preparation and submission of reports required thereunder.
- Manages Cash flow and oversees the company's financing activities. Develops, recommends, and implements investment policy. Cultivates and maintains key banking and investment firm relationships.
- Evaluates and assesses debt financing needs, covenant, and contingency requirements.
- Ensures fiscal policies and procedures comply with requirements of funders and regulatory agencies.
- Serves as the primary liaison to the Finance Committee of the Pacific House Board.
- Oversees the administration of the company's tax accounting and audit activity; ensures that the company's tax returns, and audit reports are filed in a timely manner.
- Identifies existing and potential risks involving the company and ensures compliance with insurance requirements of all contracts and regulations. Oversees insurance coverage; prepares proposals for purchase of insurance to brokers and insurers; negotiates insurance policy terms and conditions with brokers and insurance companies and commits the company to purchase of insurance and services.

Qualifications

- Bachelor's degree in Accounting, Finance or a related field required; MBA or other advanced degree a plus; CPA preferred.
- Minimum of ten years of experience in the nonprofit sector and/or equivalent business experience, with at least 5 years in a senior management position.
- Significant financial management experience.
- Nonprofit or experience working with government contracts is preferred.
- Strong analytical skills; financial strategist.
- Track record of building and leading effective teams and coaching/developing others to maximize their potential.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Experience in strategic planning and execution preferred; experience in contracting and negotiation.
- Skill in examining and streamlining operations and procedures.
- Strong interpersonal skills and ability to work effectively with a wide variety of people; ability to inspire trust and to motivate staff.
- Ability to establish priorities that align with a strategic plan and manage multiple agendas and programs effectively.
- Excellent technology skills. Must be skilled at the evaluation and use of financial management software for organizations of this size and complexity.
- Good time management skills.
- Fluency using and understanding data to inform decision making.

All positions at Pacific House are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply. Salary is expected to be in the \$175K to \$190K range.

For more information about Pacific House, please visit their website at www.pacifichouse.org

To Apply: Pacific House has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Anne McCarthy
and/or
Sabrina Stoker
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Please put "Pacific House CFO" in the subject line of your emailed application.