



Literacy in Community (LINC) is an award-winning, innovative organization and a leading force in New York City's movement to end the literacy crisis by ensuring every child is kindergarten ready. Across the five boroughs, LINC mobilizes families, schools, libraries, and community organizations to surround young children with literacy-rich experiences from birth through five.

Through play-based, science-of-reading-aligned programs, LINC empowers parents as their children's first teachers and as literacy advocates, building the daily reading habits that set children on a path to lifelong learning. LINC also leads collective impact initiatives, engaging nonprofits and partners to expand and strengthen early literacy ecosystems.

## **Chief Financial & Administration Officer (CFAO)**

**Reports to:** Executive Director

**Supervises:** Director of Operations & HR + 2 Finance and Operations Staff

**Budget:** \$6.5M operating budget + oversight of investment and cash assets

**Location:** NYC – LINC is a hybrid work environment. This role will require regular onsite presence, with some flexibility to work remotely.

**Work Schedule:** 5 days/week, with events and deadlines requiring some varied hours or weekend work

**Salary Range:** \$155,000 - \$170,000, depending on experience, Benefits, and robust Paid Time Off offered

**How to Apply:** To submit an application, please email your brief cover letter and resume to: [jobs@lincnyc.org](mailto:jobs@lincnyc.org) with "CFAO role " in the subject line

### **About the Role**

We are seeking a strategic, mission-driven Chief Finance and Administration Officer (CFAO) to lead the financial health and long-term sustainability of a dynamic \$6.5M nonprofit serving one city through robust in-person and virtual programming.

The organization operates with complex and diverse revenue streams, including small individual donors, major gifts, foundations, corporations, schools, city and state government contracts, and a major annual gala. This role requires deep expertise in cash flow management, government grant compliance, investment oversight, and board-level financial leadership.

The CFAO serves as a key member of the Senior Leadership Team and a strategic partner to the Executive Director and Board. The CFO directly supervises a Director of Operations, Senior Manager of Finance & HR, Grant Manager, and Operations Manager, ensuring strong financial oversight of HR, payroll, compliance, facilities, and administrative systems.



This is a pivotal moment for LINC and for New York City. With the expansion of universal child care and the city's commitment to literacy through NYC Reads, LINC is playing a leading role in shaping collective action across neighborhoods and institutions to achieve universal literacy. Joining LINC today means helping build a future where every child—regardless of zip code—has the opportunity to become a confident reader.

## Responsibilities Summary

- 15% 1. Financial Strategy & Organizational Leadership
- 30% 2. Revenue & Contract Financial Oversight
- 15% 3. Cash Flow & Investment Management
- 25% 4. Accounting, Compliance & Board Reporting
- 10% 5. Oversight of Operations (via Director: Operations, Payroll, Benefits & HR)
- 5% 6. Leadership & Team Management

## Key Responsibilities

- Lead financial strategy, annual budgeting, and multi-year forecasting
- Manage complex cash flow across government reimbursement cycles and diverse revenue streams
- Oversee investment assets and banking relationships
- Ensure strong internal controls, compliance, and audit readiness
- Lead the annual audit and Form 990 process
- Present clear financial reporting to the Board and Finance Committee
- Partner with Development to align revenue projections and financial planning
- Oversee selection, management, and compliance for all benefits and retirement plans
- Supervise and mentor finance staff and the Director of Operations & HR

## Ideal Candidate Profile

- 15+ years of senior financial leadership experience (nonprofit preferred)
- Deep expertise in nonprofit accounting and government contract compliance
- Strong cash flow forecasting and liquidity management experience
- Experience overseeing investment assets
- Demonstrated success presenting to boards and advising executive leadership
- CPA, MBA, or advanced financial credential preferred

## Why This Role Matters

This is a pivotal leadership position responsible for ensuring the organization's financial integrity, operational strength, and long-term sustainability in a complex funding environment.