



Shalom House

H O M E • H E A L T H • H O P E

FINANCE DIRECTOR SHALOM HOUSE, INC.

Shalom House, Inc., has reopened the search for a seasoned finance director to join the leadership team of this beloved, well-established nonprofit organization in Portland, Maine. Shalom House offers hope for adults living with severe mental illness by providing an array of community-based mental health services and a choice of quality housing that helps people lead stable and fulfilling lives in the community. With 27 residential properties and revenue exceeding \$23 million annually, Shalom House rests on a complex financial structure requiring sound administration of primarily public funds and strict regulatory compliance. The new finance director will work in close collaboration with the executive director, the board's finance committee, and other members of the leadership team to advance the organization's mission and support sustainable growth.

Organizational overview

Shalom House, a nondenominational organization, began 54 years ago with one man's commitment to creating a safe, caring place where people with mental illness could live in the community. In the late 1960s thousands of patients with mental illness were released from hospitals during the deinstitutionalization movement and forced to fend for themselves in unprepared and often unwelcoming communities. Birger Johnson's brother was one of them, so with the help of like-minded friends and community and civic leaders, he opened Shalom House in 1972, as a place "halfway in between."

Over the years, Shalom House has expanded to offer comprehensive services and a range of affordable housing options to meet the changing needs of its clients, including:

- **Group Living and Supported Apartments (PNMI)**, which provide rehabilitation and personal care services for individuals with serious and prolonged mental illness who need a highly supportive environment
- **Independent Apartments** where clients access the support they need from community resources
- **Housing Subsidies** through the administration of federal and state programs that provide rental assistance to Mainers with very low income who have severe and persistent mental illnesses and co-occurring disorders, and other disabilities
- **Community Rehabilitation Services (CRS)** for individuals living on their own in the community, who meet Maine Department of Health and Human Services (DHHS) eligibility criteria for Section 17 and need support in managing the impact of their mental illness and maintaining their housing
- **Art Program**, designed to help clients explore their creative and individual potential, while building confidence and self-esteem and removing the barriers and stigma that can separate those with mental illness from the community at large

With a dedicated board and talented, long-tenured staff who care for one another as they care for the community, Shalom House has established an excellent reputation throughout the region. At the core of their work is the foundational belief that stable, long-term housing with flexible support is the key to recovery, and the following values underlie every decision:

- Treating all consumers of mental health services with dignity and respect
- Promoting community integration
- Offering choices in living environments, all clean, safe and affordable
- Including clients in agency planning and encouraging consumer participation in shaping statewide and regional policy
- Promoting safety in the workplace and providing adequate support against stress, fatigue, and burnout
- Maintaining proper stewardship of the resources funders have entrusted to the organization

Position responsibilities

The finance director directs, develops and administers all aspects of Shalom House's financial operations, reporting to the executive director and directly managing a staff of three. This individual serves as a key financial resource to the board of directors and its committees, functions as staff liaison for the finance committee, and participates actively in assessing the organization's financial position and the impact of strategic plans and programming decisions. Major areas of responsibility include:

Financial Management

- Manage the agency's assets to ensure proper liquidity and adequate return within the risk constraints imposed by Shalom House's philosophy and government regulations
- Ensure that all accounting procedures are in accordance with GAAP and MAAP standards
- Provide accurate and timely financial reports and analyses on a regular basis and as needed, including detailed variances
- Oversee all financial, project/program and grant accounting and ensure the proper maintenance of financial records
- Lead the annual budgeting and planning process in conjunction with the executive director and other directors, administering and reviewing all financial plans and budgets, monitoring progress and changes, and keeping agency leaders abreast of the organization's financial status
- Review, approve and monitor expenditures and cost allocations to ensure consistency with the budget and applicable accounting standards
- Coordinate and lead the annual audit process, liaising with external auditors and the board's finance committee and assessing any changes necessary
- Manage organizational cash flow and forecasting
- Maintain productive working relationships with representatives of the agency's funding sources and complete all cost reports and other contract reporting requirements in a timely manner
- Investigate opportunities for additional/alternative funding resources and pursue as appropriate
- Oversee all contracts and ensure other directors are aware of reporting expectations as applicable

Staffing/Personnel

- Hire, train, supervise, and evaluate the job performance of accounting staff, promoting adherence to the highest professional standards and attending to employees' individual development goals
- Update and implement all necessary business policies and accounting practices; provide ongoing review, and as needed improvement, to the finance department's overall policy and procedure manual

Other Agency Support

- Consult regularly with the executive director and other directors regarding issues facing the agency
- Assist the executive director with public relations and liaison work with community and funding resources
- Represent the executive director and the agency as needed with the board and committees and at community-based events

Requirements

A comprehensive set of skills, strengths, and character traits is required to meet the challenge of this critical leadership position. It is expected that the successful candidate will bring to the role:

- Commitment to the mission and values of Shalom House
- Bachelor's degree in a finance-related discipline or equivalent professional experience demonstrating mastery of GAAP and nonprofit accounting, budget development and forecasting, audit preparation and compliance, and financial reporting for boards and funders
- Significant financial leadership experience in a comparably sized organization, preferably in the nonprofit sector
- Impeccable judgment, integrity, and experience promoting transparency and accountability
- Attention to detail with the capacity for big-picture thinking and strategic planning
- Demonstrated strength in time management, prioritization, and adaptability
- A leadership style that balances collaborative decision-making and decisive action as appropriate
- Exceptional verbal and written communication skills and sophistication in building enduring relationships with diverse parties
- Success in developing staff, building team cohesion, and cultivating a warm and vibrant work environment
- Ability to handle multiple tasks and demands

Experience with MaineCare billing, DHHS contracts and reports, and HUD funding would be highly advantageous, and an advanced degree (MBA, MPA, MS in Accounting/Finance) or professional certification (CPA, CMA, CFA) is a plus.

Compensation

The finance director will earn a competitive salary of \$115,000-125,000, commensurate with experience, and a generous benefits package that includes medical, dental, retirement savings, life insurance and long- and short-term disability plans.

Nondiscrimination

Shalom House, Inc. is an equal opportunity employer. The board of directors recognizes and values leadership of diverse and historically marginalized communities and encourages people of all identities to apply. Applicants will not be discriminated against on the basis of race, color, national origin, ancestry, ethnic background, age, religion, familial status, disability, sex, veteran status, sexual orientation, gender identity and expression, and any other legally protected characteristic. The organization complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

To apply

Interested candidates should submit a cover letter and resume to Starboard Leadership Consulting at the following address: search1@starboardleadership.com. The cover letter and resume should contain detailed information concerning work experience, past successes, leadership experience and qualifications. Applications without a cover letter will be considered incomplete and will not be eligible for advancement.

Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Suite 4, Bangor, ME 04401, but **electronic submission of materials is preferred**. No phone inquiries, please. Applications will be reviewed on a rolling basis until the position is filled, and applicants will be notified of their status as decisions are made.