

## Sample Nonprofit CFO Resume #2 (Michael Lowell)

**Description:** Michael's resume shows a background that has a greater breadth of responsibility earlier in his career progression. His primary responsibilities have been in the finance function; however, this resume shows experience in operational processes and technology, potentially positioning the candidate for a CFO role.

### MICHAEL LOWELL

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### PROFESSIONAL EXPERIENCE

#### 2007-Present

#### Children's Community Center

Chicago, IL

A Chicago-based nonprofit organization serving the health and social needs of children in the community, established in 1980 with a current operating budget of \$10 million and staff of 100.

#### Director of Finance

- Provide oversight and management of all financial functions of the agency, reporting to the executive director.
- Supervise all regular accounting functions for operating and capital campaign activities, including: supervision of staff performing the daily accounting functions; monthly, quarterly, and annual closing of the general ledger; preparation of budget to actual financial reports; and management of all government contracts of the Center.
- In conjunction with all senior leadership and department heads, create and manage annual consolidated agency budget.
- Produce monthly and quarterly reporting to the agency board of directors.
- Work closely with director of development and other senior managers to implement and maintain fiscal plans for projects, departments, and agency mission objectives.
- Supervise all fiscal reporting, contract reviews, and agreement renewals with government agencies, private foundations, and corporations to ensure accuracy and compliance with funding guidelines.
- Initiate and manage the redesign and upgrade of the agency accounting system and fiscal policies and procedures.

#### Boston

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### New York

112 West 34th St., Suite 1510  
New York, NY 10120  
P 646 562-8900  
F 646 562-8901

#### San Francisco

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

- Have been instrumental in overseeing technology interface and coordination between fundraising and financial databases.

## **2005-2007**

### **Chicago Nonprofit Assistance**

**Chicago, IL**

A nonprofit organization that provides other Chicago organizations with consulting services, with annual budget of \$5 million and a staff of 30.

#### **Senior Manager for Administration and Finance**

- Oversaw all aspects of finance and administration for the organization, reporting to the executive director. Advised senior staff, executive director, and board of directors in implementation of strategies to maintain and improve fiscal condition and strengthen capacity for additional growth.
- Provided regular and comprehensive analysis and reporting of total agency and departmental budgets with careful consideration of key financial indicators.
- Designed all financial models and business plans for current and prospective ventures and expansion.
- Managed and implemented all structural and operational processes and continually improved policies and procedures to further streamline operations.
- Managed maintenance of general ledger and all monthly, quarterly, and annual closings. Supervised all accounting practices, including revenue analysis, cash flow, payables, and receivables. Regularly reviewed transactions and analyses with staff accountant.
- Supervised all reporting, contract reviews, and agreement renewals with collaborating partners and coordinated all efforts to attain public financing and debit instruments. Led agency effort in comprehensive review and revision of all subcontracting practices.
- Oversaw all human resources functions, policies, and procedures. Implemented all employee benefits, performance management design and practices, new staff orientations, set-up, and terminations for staff.
- Managed all aspects of agency expansion to a second headquarters, including contract review, logistics, and structural build-out.

## **1999-2005**

### **Midland University Graduate School**

**Chicago, IL**

A university with an operating budget of \$80 million and endowment of \$200 million.

#### **Manager of Financial Operations**

- Coordinated the preparation and management of all graduate school budgets, business practices, and transactions, working closely with the associate dean for finance and planning.
- Collaborated with department heads, program directors, development officers, and principal investigators in the creation and management of budgets for all departments, programs, and activities.
- Made recommendations to senior staff on a variety of fiscal and managerial subjects including the soundness of projected revenues, appropriateness of a budget structure, probable cash flow, and the indirect impact of a proposed program or project.
- Constructed and maintained computerized models of fiscal data for the analysis of expense, revenue, and operational issues.
- Analyzed and initiated modifications to the annual operational budget (\$80 million) and maintained accurate records of all modifications to various program and individual grant budgets.
- Prepared financial reports on grants and other activities and programs.
- Provided support and training to faculty and administrative units to ensure audit accuracy and fiscal compliance with established operating policies and procedures.

## **1996-1999**

### **Finding Shelter**

A national nonprofit organization dedicated to fighting homelessness.

#### **Director of Finance**

- Developed, coordinated, and supervised all financial and administrative functions of the agency, reporting to the executive director.
- Established an inter-company network and policy for all transactions between New York, Paris, London, and Madrid headquarters to maintain accurate and consistent administration of all programs and operations on a worldwide level.
- Trained and supervised field administrators in Europe and Africa to monitor budgetary compliance with approved implementation plans, to ensure timely and complete consolidation of monthly financial activities.
- Supervised all aspects of the budget process for all programs and operations; prepared financial reporting to donors including corporations, foundations, private donors, and foreign and domestic governmental agencies.
- Administered all agency accounting processes including bank reconciliations, accounts payable and receivable, payroll, field advances, cash draw-downs, and all related banking activity.
- Coordinated preparation for and execution of annual agency audit and financial statements.

**1992-1996**

**Multiple Sclerosis International**

**San Francisco, CA**

A San Francisco-based, global nonprofit organization dedicated to the prevention and curing of MS.

**Manager for Grants and Field Support, May 1994 – May 1996**

**Field Support Officer, January 1992 – May 1995**

- Designed financial implementation plans of grants by coordinating objectives of five program directors, 13 country directors, finance department, and donors in the development of budgets for all programs and agency departments.
- Monitored financial and administrative compliance of all agreements, totaling \$10 million annually.
- Developed and supervised internal controls to track field finances; analyzed and interpreted a wide variety of field formats for standardized data entry in general ledger, financial reporting to donors, and agency cash management.
- Coordinated annual preparation of headquarters and field budgets, inclusive of all agency funding.
- Coordinated preparation for and execution of annual agency audit, reporting to CFO.
- Supervised 13 financial managers and administrators in all field offices.
- Monitored compliance of projects with federal grants/contracts and agreements with corporate and private donors, requiring thorough knowledge of federal publications and legal agreements and detailed review of all agency field financial reports.
- Initiated and implemented modifications in financial reporting system resulting in improved internal controls by timely and accurate recording of data; gained approval of grants manager and maintained new process.

## **EDUCATION**

**2003**

**Western University**

**San Francisco, CA**

Masters of Public Administration

**1992**

**Gibbs College**

**New Orleans, LA**

Bachelor of Science, Sociology (cum laude)

**Bridgestar** ([www.bridgestar.org](http://www.bridgestar.org)), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.

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