



POSITION PROFILE

**CHIEF  
FINANCIAL  
OFFICER**

## Position Profile

# Chief Financial Officer



Hybrid/Remote within Oregon & Washington.

Office locations available in Astoria and Portland, Oregon, and Seattle, Washington

### OVERVIEW

Craft3 is one of the nation's leading Community Development Financial Institutions, and the largest CDFI loan fund in the region. We center marginalized people in our work by investing capital in people, businesses, and communities across the Pacific Northwest. Craft3's investments build household and business wealth, amplify community voice and agency, and create lasting networks of trust and mutual support. We work towards a future of shared prosperity across our region.

We are seeking an experienced, collaborative, and strategically oriented **Chief Financial Officer** (CFO) to help manage our swiftly growing loan portfolio and enhance our financial performance. The new CFO will be joining the organization alongside a new permanent Chief Executive Officer, with whom they will work closely along with a tenured executive leadership team to help lead the organization. The CFO will balance Craft3's need to make sustainable financial decisions with furthering our mission.

In 2023, Craft3 originated 1,114 loans totaling \$76 million. Our history of investing and impact has earned the confidence of over 150 financial partners, nationally and regionally, including mission-driven philanthropic and religious communities, banks, government agencies, and high net worth individuals and families.

Our more than 80 employees are passionate about our mission and accomplished in a variety of fields, including banking, community development, finance, accounting, natural resources, and city and regional planning. While they connect to our mission in different ways, all staff care deeply about using finance to expand opportunities and create a more inclusive world.



## Mission and Values

Craft3 is a nonprofit community development organization that uses capital, relationships, and voice to build a thriving, just and empowered Pacific Northwest. We invest in people, businesses, and communities, and work towards a future of shared prosperity across our region.

We have three core strategies:

- **Capital:** Craft3 invests in underserved communities, businesses, and households to create economic opportunities.
- **Relationships:** Craft3 builds relationships with local and regional partners to create a shared vision for the future.
- **Voice:** Craft3 amplifies the voices of people seeking an equitable and sustainable future.

## Programs to Build a Stronger Pacific Northwest

Craft3 focuses on three regional challenges: (1) Systemic Racism, (2) the Climate Crisis, and (3) Rural and Tribal Economies. These challenges threaten to hold our region back and hurt us all. We address these challenges by using our core strategies of Capital, Relationships, and Voice. Learn more in our 2023-2027 Strategic Plan. [Learn More](#)

As a community development financial institution (CDFI), Craft3 uses capital and financial tools to enable entrepreneurs to invest in their businesses and homeowners to invest in their homes with:

- **Business Loans:** Too many entrepreneurs with good ideas and strong businesses cannot access capital. Craft3 specializes in working with borrowers, including nonprofit organizations, who are unable to qualify for bank financing. [Learn More](#)
- **Consumer Loans:** Our loans help Pacific Northwest homeowners invest in their homes, primarily through the repair and replacement of septic systems. [Learn More](#)

For additional information about Craft3, see the organization's website: [www.craft3.org](http://www.craft3.org)

# The Position and Key Priorities

Craft3 is seeking an experienced, collaborative leader with demonstrated experience in developing high performing teams and working in a lending environment. With over \$220 million in total assets, and a loan portfolio of more than 3,000 outstanding loans totaling \$175 million, Craft3 is a key financial lending institution in the Pacific Northwest, and the largest CDFI loan fund in the region.

With the rapid expansion of its loan portfolio and being in the early stages of implementing a new Strategic Plan, Craft3 is seeking a motivated individual who can help redefine its financial practices, develop robust organizational reporting, cultivate a strong team, and help lead the organization as it continues to grow and expand its impact. The CFO will oversee Craft3's accounting, finance, financial compliance, and treasury functions.

As a member of the Leadership Committee at Craft3, the CFO works with other executive leaders by offering expertise, strategic thinking, and diverse viewpoints to help inform and make decisions that support strong financial and operating performance. The CFO is the key member of executive leadership team providing staffing for: (a) the Finance Committee of the Board of Directors as it performs its roles and responsibilities, including its review and approval of Craft3's annual budget and Finance's policies, monitors financial performance to plan, and authorizes certain treasury and investment activities in compliance with organizational policies; and (b) the Audit and Enterprise Risk Management Committee of the Board of Directors in connection with Craft3's engagement with its independent auditors.

## KEY PRIORITIES

- **Build a sustainable organizational structure and cohesive team** by implementing and supporting a new structure for the Finance business unit that aligns with Craft3's budgetary and strategic goals. Oversee the performance, training, goal-setting, and accountability metrics for staff to succeed. Communicate expectations clearly and effectively manage the business unit's change processes as Craft3 continues to evolve.
- **Develop financial operations** by implementing systems, processes, and internal controls essential to consistently generating timely, accurate, and actionable financial data and reporting. Provide guidance in developing and producing the key metrics, analysis, and reporting needed for Craft3's Leadership Committee and Board of Directors.
- **Integrate financial planning & forecasting** across the organization by working collaboratively with all business units, and developing business unit level financials, ratios, and forecasts that allow leaders across the organization to make financially sustainable decisions as they develop new products.
- **Evaluate and optimize** the financial performance of a diverse range of products offered by Craft3 and suggest opportunities for the organization to increase or reduce certain aspects of its loan portfolio and operations for future growth and sustainability.
- **Lead financial planning** and work in collaboration with the Leadership Committee, Board of Directors, and staff, to assist in the implementation of Craft3's Strategic Plan, including the development of a long-term financial and operating plan that accounts for effective capital acquisition and deployment, an efficient staffing structure, improved communication, and successful design and delivery of Craft3's product lines and services.
- **Improve financial tracking and reporting systems** including informing decision making around and leading implementation of a new enterprise resource planning system to reduce manual entries, integrate financial and loan systems of record, improve timely and effective financial planning, reporting, and forecasting for leadership.
- **Collaborate and partner** with the CEO and other members of the Leadership Committee to drive a growing, financially sustainable organization in meeting and exceeding its strategic objectives.

## Essential Qualifications

The ideal candidate will be a strategic financial leader with a passion for investing in people, businesses, and communities in the Pacific Northwest. The new CFO will have experience working collaboratively at all levels of an organization, building, maintaining, and improving sound financial infrastructures, and demonstrated skills in leading and implementing organizational change.

Essential qualifications include:

- Proven skill managing an organization's accounting, finance, and administrative functions with the ability to recommend, guide, and lead implementation of improvements to existing procedures and processes.
- Experienced, hands-on financial leader with a background in lending and a thorough understanding of asset-liability management and fund accounting.
- A minimum of five years' progressive finance experience in an executive or senior leadership role.
- Excellent communication skills, keen attention to detail, and desire to plan, write, and edit short and long form content that supports our brand and communication goals with the ability to connect with a variety of audiences.
- Ability to distill and simplify complex financial information to a wide variety of audiences. Experience reporting financial activity to a Board of Directors is a plus.
- Extensive knowledge of fund accounting, financial reporting, regulatory and tax compliance.
- Proven ability to build trust among diverse teams and establish priorities beyond finance and accounting, while maintaining even-keeled leaderships and relationships.
- Knowledge of the issues involved in financing small business, commercial real estate, nonprofit community facility, and consumer loans.
- Experience with external auditors, compliance management, and regulatory oversight.
- Ability to lead from within and champion social justice, diversity, equity, and inclusion.
- Intellectual curiosity and commitment to continuous learning.
- Bachelor's degree required, CPA or MBA preferred.
- Previous experience within a financial institution required, CDFI experience a plus.

# Job Requirements

- Hybrid/remote with offices in Astoria, Portland, and Seattle. Must reside within Oregon or Washington state.
- Ability to travel at least 8 weeks per year.
- Must be able to pass a criminal background check.

# Compensation

\$200,000 – \$230,000 salary based on experience.

Additionally, Craft3 offers a comprehensive benefits package that provides generous time off, supports good health for you and your family, and helps you save for the future. Relocation assistance available if needed. Benefits include, but are not limited to:

- 403(b) retirement account with matching contribution
- Access to a 457(b) retirement account and flexible spending and health savings accounts
- 80% coverage of employee medical premiums, plus dental, vision, life, LTD, STD and AD&D insurance
- At least 4 weeks of paid vacation time, 10 days sick leave accrued annually, and 12 company-paid holidays

# Application Process

Craft3 has retained Glick Davis & Associates, LLC to facilitate this search on their behalf.

**To apply, interested candidates should e-mail their cover letter and resume as a single pdf file to: [CFOCraft3@glickdavis.com](mailto:CFOCraft3@glickdavis.com)**



The position is open until filled.

## EQUAL OPPORTUNITY STATEMENT

Craft3 is an equal opportunity employer. Diverse staff and perspectives advance our mission and help our organization thrive and grow. We encourage candidates who identify as one or more of the following to apply: Black, Indigenous, and People of Color (BIPOC); women; LGBTQAI+; veterans; immigrants; working class; rural; and people with disabilities. We are committed to being an inclusive and anti-racist organization and recognize that this takes continued work.

## REASONABLE ACCOMMODATIONS

Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.



# craft3

p: 888.231.2170 w: [Craft3.org](http://Craft3.org)  
s: [linkedin.com/company/craft3](https://linkedin.com/company/craft3)