

Chief Financial Officer



Position Summary

Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital.

We believe nonprofits and their leaders, boards, and staff are champions of good, dedicated to creating healthier, connected, and more equitable communities. We're here to be the champions of YOU. All of our team and our services – accounting and finance, board governance, lending, skills and knowledge sharing, strategic consulting, and training – are resources to help you power your mission.

The Chief Financial Officer (CFO) provides strategic oversight of Propel Nonprofits' internal accounting, information technology, facilities, human resources, and operations. The CFO strengthens accountability and stewardship within the organization, as well as serving as a trusted leader to their team and across the organization. As a certified Community Development Financial Institution (CDFI), Propel's CDFI status is central to the organization. As a member of the Senior Leadership Team, the CFO advances Propel's mission and long-term financial sustainability as both a nonprofit capacity builder and a CDFI.

Reports to: President & CEO

Supervises:

- Senior Accountant & Payroll Specialist
- Controller
- Director of Information Technology
- Human Resources & Operations Manager

Classification: Full-time, Exempt



Visit propelnonprofits.org/careers to learn more.

Apply by **Tuesday, April 28, 2026**

Core Job Functions

Strategic Financial Leadership

- Partner with the President & CEO as a part of Senior Leadership to plan and guide the strategic direction of the organization.
- Develop and align financial strategies to Propel's mission by working closely with stakeholders, internal teams, and the board; and by establishing key performance indicators.
- Lead the planning, organizing, and supervision of the finance and accounting functions that support the organization's internal processes and teams.
- Lead the annual budget development process, financial plans and forecasts that align with strategic plans and goals.
- Oversee compliance and outside evaluation including audit, federal grant reporting, state grant reporting and financial aspects of grant preparation and reporting.
- Partner with loan fund and development teams to understand financial planning, including capital sources, CDFI Fund applications and reporting, and CDFI rating process.
- Along with the CEO manage relationships with banks, property management, and professional service providers related to finances and other areas of responsibility.
- Support the board of directors in fulfilling their financial oversight and strategy, including staffing the board finance committees.



Administrative Supervision and Organizational Leadership

- Provide strategic leadership to the Administration team which includes internal accounting, IT & data management, and human resources.
- Oversee the operational functions of Propel, including facilities, office systems, and procedures.
- Oversee the human resources functions of the organization including payroll, compensation practices and procedures, benefits design, and human resources administration.

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Administrative Supervision and Organizational Leadership (continued)

- Provide leadership in planning and implementing effective systems and practices for information technology, data management, and use of data to support the organization’s strategies and goals.
- Develop and oversee the annual workplan and budget for the program.
- Provide leadership for organizational-wide learning, development, and culture building activities including supporting our DEIB efforts and committee, supervisory training.

Financial Management and Oversight

- Maintain accurate records on financial and regulatory changes and updates.
- Maintain internal controls and information systems for accurate reporting and analysis.
- Develop financial forecasting models, support investment functions, and oversee external relationships.
- Oversee the audit process.
- Work closely with Propel’s leadership in lending to understand capital available for lending and investments.

Qualifications

While not one candidate will possess every qualification. Candidates will demonstrate a majority of the following preferred qualifications:

- Commitment to the organization’s mission, vision, and values.
- Commitment to diversity, equity, and inclusion.
- At least 8 years of experience in nonprofit accounting and/or leading financial management.
- Managed CDFI funds and demonstrate knowledge of CDFI operations.
- At least 5+ years of experience leading, coaching, and effectively supervising staff and teams.
- Lead, mentor, and influence effectively at both team and organizational levels.



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Qualifications (continued)

- Strategic, cross-functional thinker who drives initiatives from concept to implementation.
- Mastery of nonprofit accounting, including knowledge of and proficiency implementing FASB standards and GAAP accounting principles.
- Listen actively and communicate clearly with staff, board members, funders, and investors.
- Set goals, solve problems, adapt quickly, apply sound judgement with discretion and champion Propel's mission and values.
- Ability and desire to build meaningful relationships with stakeholders at all levels of the organization.

Salary Range

- \$165,000 - \$175,000. Excellent benefits package includes medical, dental, life, and disability insurance, along with generous paid time off policies.

Work Environment and Accommodations

We are committed to supporting staff to be successful by offering a hybrid work environment, including the option of working remotely part of the time. If you need accommodation or other support related to cognitive or physical disability, please let us know. We will work with you to provide reasonable accommodation within the organization's capacity.

Some travel may be required as part of this role.



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To Apply

Priority consideration will be given to applicants who apply by Tuesday, April 28, 2026 by Noon. Interested candidates should send a cover letter and resume to Gao Lee at hire@propelnonprofits.org.

We will review resume packages as they come in. If you are interested in this role, we encourage you to apply as soon as possible.

Organizational Overview



Mission and Vision

Propel Nonprofits' mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

Core Values and Guiding Principles

Champion Nonprofits; Be a mutual & trusted partner; Advance justice; Stay Curious; Have Fun

Staff and board

Propel has a staff of 29 people across the areas of Capital Access and Lending, Advancement and Development, Marketing, Strategic Services, Training, and Administration. Propel Nonprofits is overseen by a governing board of 12 directors.

Strategy and Organizational Context

The Board of Directors adopted a Strategic Framework in March 2026 developed with guidance from external consultants through an inclusive process involving the full staff and board. Parallel to the strategic planning process, the staff worked together to explore, define, and develop the vision for an organizational culture that aligns with mission, values, commitment to equity, and strategic goals.

Key programs, and services

Propel serves nonprofit organizations in all fields of service and stages of the nonprofit lifecycle. Client organizations located in Minnesota and adjacent communities.

Training: Our customized and public trainings cover topics such as budgeting, cash flow, financial reporting, governance, leadership, and social enterprise.

Technical Assistance: TA helps nonprofits understand their organizational and financial situation, identify tools to address or support those issues and develop a plan of action for the near and long-term future. TA is offered as a free initial service, learn more here:

[Office Hours - Propel.](#)

Lending: Propel is a federally certified CDFI, lending from our \$50 million loan fund to nonprofits to expand programs and services, bridge cash flow gaps, and purchase or renovate buildings. We typically originate about 115 loans each year supporting healthcare, housing, arts and culture, education, human services, environment and more.

Strategic Consulting: Our Strategic Services Consultants work with nonprofits to develop strategic and operational plans, organizational impact and change, provide board training and facilitation, and chart new paths for partnerships.

Leadership Support: We work with leaders, experienced and emerging, to help them access their best thinking, build productive relationships, and navigate change effectively through Leaders Circles.

Accounting & Finance Consulting: Our accounting and finance consultants work closely with nonprofit clients providing training, guidance and implementation support with accounting systems.

Resources: Propel has a widely used [online resource library](#) of templates, toolkits, videos and articles on nonprofits finance, strategy and governance.