



## Job Announcement

November 2023

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### Washington Maritime Blue Chief Financial Officer (CFO) - Part-time

Budgeted at \$80,000 - \$90,000 per fiscal year. Half-time position, 20 hours per week maximum.

Benefits are negotiable.

Part-time: 20 hours per week maximum

Reports to: President/CEO

Location: Negotiable – Seattle, WA preferred

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### Washington Maritime Blue

Washington Maritime Blue is a non-profit, strategic alliance formed to accelerate innovation and sustainability in support of an inclusive blue economy. With a mission to implement Washington State's Strategy for the Blue Economy delivered by Governor Jay Inslee's Maritime Innovation Advisory Council, we are a partnership between industry, public sector, research & training institutions, and community organizations. Maritime Blue works to create a world-class, thriving, equitable, and sustainable maritime and ocean industry through knowledge sharing, joint innovation, entrepreneurship, commercialization, business, and workforce development.

### Position Description

The Chief Financial Officer (CFO) is a key member of the Executive Management Team and is responsible for oversight of finance, budget, accounting, tax, internal controls, and auditing. Maritime Blue is a fast growing, innovative non-profit organization. This is a great opportunity for someone to build advanced systems to support growth and design an efficient and equity-centered finance operation. The CFO will contribute to the strategic vision and ensure the organization makes sound financial decisions and mitigates organizational risks. The CFO works with the President/CEO and VP of Operations on Board relations and governance best practices.

### Leadership

- Provide the President/CEO and Executive Management Team ongoing guidance on strategic financial direction.

- Advise and assist in the enhancement and growth of Maritime Blue programs; work with staff on strategic planning and development activities for the organization.
- Forecast financial position to help directors and others plan and make decisions.
- Advise staff and Board on financial health of the organization.
- Oversee the accounting and financial reporting for all grants, contracts and donations to Maritime Blue.
- Oversee the budgeting process for grant applications and responses to requests for proposals.
- Support members of the finance team including employees and/or contractors.
- Monitor changes in legal, regulatory and administrative environments and implement changes in procedures and needed to maintain compliance while maximizing operational and financial results.
- Advise staff on use of financial systems, recordkeeping, and budgeting tools as needed.
- Create and maintain a library of financial policies and procedures.
- Advise on fundraising and sponsorship strategy and efficiency.
- Advise on financial and strategic decision-making for Maritime Blue's supporting foundation.

#### *Finance*

- Ensure the overall efficiency and accuracy of all accounting functions and compliance with applicable laws, regulations, and nonprofit best practices.
- Lead the annual budgeting process and ensure that budgets are in-line with annual organizational goals.
- Lead government audits when necessary; provide representatives clear and accurate information based on contract compliance.
- In collaboration with the bookkeeper, oversee the IRS return processes for Maritime Blue.
- Manage the billing, accounts receivable and accounts payables functions for the organization; ensure expenses are in-line with budget and organizational policies.
- Review and authorize payroll.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Oversee the accounting services to ensure proper maintenance of all accounting systems and functions.
- Manage line of credit spending and payback.
- Oversee and manage cash flow analysis and dashboard.

#### *Risk Management*

- Manage the organization's liability insurance program, including ongoing risk analysis.
- Advise staff on risk management and compliance.
- Design a strong system of internal controls.

### *Board Relations and Governance*

- Assist the President/CEO with board development and implementation of effective financial reporting and best practices, including participation in the Board's Finance Committee.
- Present financial reports and information in plain language to Board members at quarterly meetings.
- Meet regularly with the Executive Committee, Finance Committee, and Treasurer and answer questions regarding Maritime Blue finances.
- Engage in Board level strategic planning and development

### *Reporting*

- Design and present monthly financial reports to the President/CEO, VP of Operations, and program directors
- Design and present quarterly financial reports and projections to the Board of Directors and Executive Committee; advise of any significant financial issues.
- Prepare an annual financial report for members, funders, and the general public.

### **Qualifications**

This is an opportunity for an individual with deep financial management experience to work in a mission-driven environment on a part-time basis. The successful candidate will support all program areas and work collaboratively with staff to oversee the strategic finances of the organization.

#### **Specific background and experiences preferred include:**

- Significant accounting and financial management experience, preferably in nonprofit organizations
- Successful track record building efficient and effective systems for employees
- Comfort with public and private contracting and funding models
- Experience in organizations with highly compensated employees
- Startup and investment experience or interest
- Enjoys working in a fast-paced and dynamic environment; change positive
- Highly organized and able to explain complex concepts and processes to non-experts
- Personal qualities of integrity, empathy, and a commitment to Washington Maritime Blue's mission and focus on the values of diversity, equity and inclusion.

#### *You will feel prepared to take on this role if you have experience in:*

- Working independently while maintaining effective working relationships with co-workers, the Board of Directors, funders, and others.
- Developing policies and processes that operationalize organizational values and goals.
- Communicating complex and technical financial information or processes to non-experts.
- Contributing to grants and contracts management.

- Developing a finance apparatus for a small organization with increasing complexity and changing needs.
- Working effectively with colleagues and partners from the full range of differences reflected in our community, including but not limited to ability/disability, age, socioeconomic status, English proficiency, race /ethnicity, family status, gender identity and expression, national origin/citizenship status, religion/spiritual expression, and sexual orientation.

*You will be successful if you feel passionate about:*

- Creating processes that help others thrive in their work and that create efficiency and clarity.
- Working with multiple stakeholders, including: industry, government, research, non-profit and community leaders; labor organizations, tribes, elected officials, investors, educators, youth, and co-workers.

*Your effectiveness in this role will depend on your ability to:*

- Communicate effectively, orally and in writing, while working in a fast-paced environment on a cross-functional team.
- Use creative problem-solving and demonstrate exceptional results with limited resources.
- Be efficient, resilient, and flexible.
- Take a consultative and customer service-oriented approach to problem-solving.
- Successfully manage competing priorities.
- Work in an environment that is welcoming, open, transparent, curious, collaborative, challenging, results-driven, and fun!
- Create, nurture, and leverage deep relationships throughout the region's maritime, ocean, technology and manufacturing sectors along with a diversity of community and youth leaders.

## Work Environment

Washington Maritime Blue is headquartered in Seattle, WA with partners, stakeholders, projects and sites across the state of Washington. Remote work is supported with the expectation that staff are able to meet regularly in person as health and safety allow.

- Office environment with occasional project site visits (exposure to computer screens)
- Must be able to travel domestically and internationally (when safe and appropriate)
- Noise level is usually moderate
- Must be able to comply with organizational vaccination requirement

## Benefits

- Sick-time accrual
- Hybrid work environment

This is a part-time position with no specific benefits assigned. However, a competitive candidate may negotiate additional benefits from the list of offerings for full-time employees.

## Commitment to Equity and Social Justice

Washington Maritime Blue is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism, sexism, ableism, and other forms of systemic oppression and individual prejudice. This work is ongoing and continually adjusted to meet the needs of our staff and stakeholders. We seek employees who think critically about their own cultural lens and can communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our stakeholders, community, and clients. We are looking to receive applications from individuals with diverse arrays of experiences. All applicants will have the opportunity to attend an information session with Maritime Blue staff to hear more about the organization, the position, and ask questions of the team.

## Additional Information

To be considered for this position, **please submit a single PDF with a cover letter and resume to [info@maritimeblue.org](mailto:info@maritimeblue.org)**. Applications not submitted to this address or that do not contain a cover letter AND resume, will not be considered. **Use the following subject line for your submission: "YourName - CFO Position."** In your cover letter, please describe how your knowledge, skills, and abilities prepare you for the job responsibilities and qualifications outlined in this job announcement.

Applications will be read on a rolling basis and the position will remain open until filled. The **priority deadline for consideration: Monday, November 27**, after which Maritime Blue will begin scheduling interviews.

## Who may apply

Washington Maritime Blue encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, veterans, and those with diverse life experience. This position is open to all qualified candidates that meet the minimum qualifications. Washington Maritime Blue values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, ages, sexual orientation, or gender identity. Successful candidates will be residents of Washington state with legal status to work in the United States.

**Direct applicants only, no third-party applications.**

## Questions

Please Contact: [devon@maritimeblue.org](mailto:devon@maritimeblue.org)

Do not submit applications to this email address.