



Coastal Enterprises

Chief Financial Officer

Executive Profile

About CEI

Headquartered in Maine, Coastal Enterprises Inc. (CEI) is a nonprofit community development finance institution that is a national leader in rural economic and business development. CEI's mission is to build a just, vibrant and climate-resilient future for people and communities in Maine and in rural regions across the country, by integrating financing, business and industry expertise, and policy solutions.

Over 70 percent of our financing and advice goes to businesses that are expanding opportunities for rural communities that are low-income, communities of color, and others who have been left behind by our economy.

Our 49 years of experience has challenged the notion that mission-driven lending is inherently more risky than conventional practices, especially when paired with our business and sector-specific advising. This allows us to maximize impact, while managing risk.

Our Values

Stewardship: As careful, responsible managers of the resources entrusted to us, we recognize that our decisions and actions have near – and long-term impacts for people and the planet.

Equity: We work to ensure that all people, especially those facing individual or system barriers to opportunity, can secure a livelihood that enables them to build assets and share prosperity.

Diversity: We engage diverse staff, board members, and partners who bring lived experience, community connections, and know-how to the problems we aim to solve.

Innovation: We foster creativity and entrepreneurial spirit at CEI, through our networks, and in the communities we serve.

Collaboration: We share knowledge, practices, and resources, and partner with people and organizations to deepen our mission impact.

We take a holistic view of economic revitalization. We listen to individuals and businesses to inform our products, programs and advocacy to enable all people and communities to thrive.



Aroostook Hops, Westfield, ME

The money we use to lend and invest comes from a variety of sources, including foundations, banks, businesses, individuals and federal and state government. We seek partners that share our commitment to investing in people and places facing difficulties accessing resources from the traditional financial system.

We are a Maine-based organization, with strong personal and professional ties across the state. We partner with organizations, communities and legislators to improve access to capital and business resources across Maine through programs and policy advocacy. As a certified Community Development Financial Institution (CDFI), we are part of a network of over 1,300 organizations nationwide working to revitalize communities with low incomes and empower people to enter the financial mainstream. We regularly work with our peers and other nonprofits to develop and implement products and programs that expand access to capital. We also advocate for federal policies that drive resources to the communities and people that need them most.



Position Overview

The Chief Financial Officer (CFO) provides strategic, financial, and operational leadership to the Chief Executive Officer (CEO), senior leadership, program directors, subsidiary leaders, and CEI's Board of Directors to plan, direct, and coordinate all financial activities necessary to achieve CEI's organizational goals. As a member of the Senior Leadership Team, the CFO ensures that proper financial systems, controls, and resources are in place and conducts financial analysis and modeling of existing and potential financial scenarios, all to effectively support the organization's mission, growth, and sustainability. The CFO reports to the CEO and leads the finance and accounting staff.

The CFO represents CEI on several subsidiary boards and works closely with subsidiary finance staff to track and incorporate the financial data and forecasts of subsidiaries into CEI's consolidated budget and financials. In collaboration with CEI's CEO, President and Chief Lending & Investment Officer (CLIO), the CFO manages relationships with existing and potential capital sources and is responsible for providing financial reporting to these investors.

The CFO brings diverse perspectives, deep technical experience, and leadership skills that allow them to work with people from different backgrounds and foster strong relationships internally with staff and with external partners and networks, and model CEI's values and good management and supervisory practices as the leader of the department, as well as model CEI's values and leadership practices as a member of CEI's Executive Team.

The CFO is responsible for:

Financial Oversight, Capital Raising and Management

Provide overall direction for and leadership of staff who manage CEI's financial assets. Functions managed include:

- Asset and liability oversight, including cash management and treasury function as well as capital allocation decisions, in conjunction with CEI's Integration Team.
- Financial modeling of long-term financial projections to support growth strategies and operational changes, providing recommendations for implementation.
- Annual operating budget preparation in collaboration with the CEO and President and in consultation with department heads and the Director of Accounting.

- Trend analysis to ensure CEI is well-positioned to meet its obligations and sustain its corporate status.
- Financial administration of the CEI investment notes product, in collaboration with the CLIO.

Report on CEI's financial activity to CEI and subsidiary Boards of Directors, committees, and existing and prospective funding sources, including the negotiation, management of, and reporting on financial covenants.

Establish, negotiate, and execute capital raising objectives for CEI and its subsidiaries, proactively participating in fundraising for CEI's loan/investment funds.

Ensure compliance with public and private grant and loan agreements.

Finance & Accounting Department Staff Management

Lead and empower a collaborative and supportive team of skilled and experienced financial professionals, maximizing individual contributions and team impact.

Oversee the activities and qualifications of the Director of Accounting, Treasurer, and their teams, ensuring they are aligned with the overall direction set by the CFO and departmental workplan.

Ensure systems (e.g., ERP), policies, and processes are in place to support the efficient and effective functioning of the team.

Manage proper implementation and monitoring of any accounting-related technological system changes.

Ensure operations are in place for monthly close of financial books and records with timely production of monthly and quarterly financial statements with review of reports by Senior Leadership, Board and Investors as appropriate.

Support development of all team members to be trained and skilled in accounting knowledge and are pursuing opportunities to expand this knowledge. Provide support with internal training and professional development.

Oversee management and evolution of the finance and accounting department, ensuring appropriate structure for efficient and timely production of the work of the department.

Support cross departmental knowledge sharing opportunities to increase overall financial literacy of family of organizations.

Senior Leadership

Contribute to corporate leadership, direction, and ongoing management:

- Be a proactive and engaged member of and offer expertise to CEI's Senior Leadership Team, Integration Team, and Operations Leadership Team.
- Present financial statements to CEI to support understanding of CEI financial position and support of CEI activities.
- Contribute to CEI's strategic planning processes to inform CEI's strategic direction.

Represent CEI publicly and promote its community development finance role and capacities to serve its markets and audiences:

- Develop and maintain positive relationships with investment funding sources.
- Present at industry conferences and impact investment forums to promote CEI's mission and finance-related practices.

Provide governance support:

- Serve on the boards of CEI subsidiary entities (at the discretion and request of CEI's CEO and Board of Directors).
- Attend and present at Board of Directors' meetings as well as committee meetings, particularly the Executive & Finance and Audit Committees.
- Staff the CEI Audit Committee.

Support the President and the CLIO to plan financial objectives for lending and investing, assess performance, and guide and monitor investment and lending targets.

Produce and manage all external reporting of financial data, including the development of financial information for AERIS, the federal government, NeighborWorks America, specific grant reports and any other requests that arise.

Financial Risk Management

Mitigate CEI's financial risk:

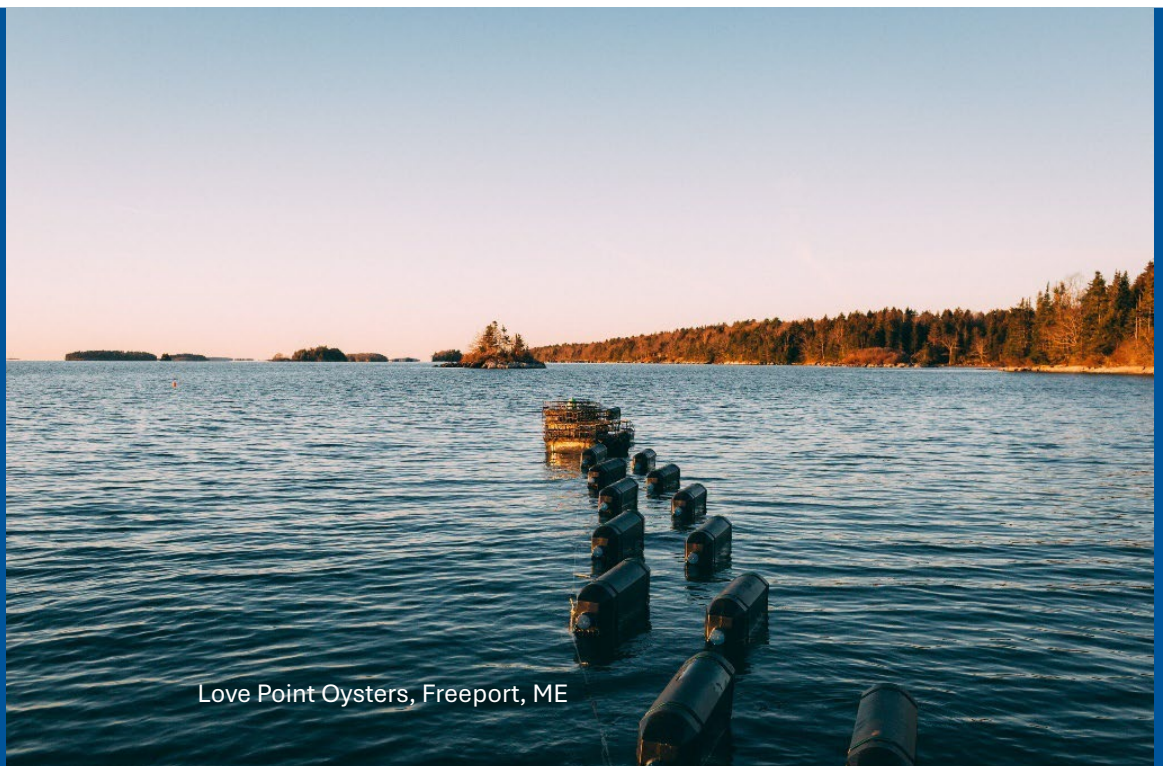
- Identify potential risks and implement reliable control systems to mitigate those risks. Oversee ongoing monitoring of these risks and controls.
- Oversee the annual external audit process, working with the Audit Committee to engage an external audit firm.
- Engage relevant third parties to support internal audit functions, as required.
- Oversee and review the annual 990 tax filing.
- Oversee annual Single Audit.

Ensure strong and cost-effective relationships with insurance providers. Direct the renewal of all risk insurance policies.

Manage relationships with various tax authorities, local, state and federal.

Experience and Preferred Qualifications

- Bachelor's degree in accounting, finance, management, or a related field.
- At least 10 years of senior financial leadership experience at an organization of comparable size, scope, and financial complexity.
- CPA/CFA/MBA or equivalent is preferred.
- Proven skill managing an organization's accounting, treasury and financial administrative functions with the ability to reflect on and recommend improvements to policies, procedures, and processes.
- Experienced strategic fiscal leader with a strong background in complex asset-liability management in non-profit and/or for-profit environments, strategic planning, financial and credit analysis, budgeting, and reporting
- Demonstrated ability managing and working equitably and respectfully with diverse people from a wide range of races, ethnicities, backgrounds, and identities.
- Knowledge of the issues involved in financing and developing a combination of small businesses, commercial real estate, non-profit community facilities, and affordable housing is ideal.
- Familiarity with private and public finance institutions, their programs, and reporting requirements.
- Experience with budgeting and fund accounting policies, practices, processes, procedures, and reporting.
- Experience overseeing grant management and reporting.



Compensation and Benefits

The starting salary range for this position is \$192,000 to \$210,000 annually. CEI is committed to work-life integration and provides a competitive benefits package and total compensation, including health insurance, dental insurance, short and long-term disability, life insurance, long-term care, health savings account, and a 403(b) discretionary retirement match. Our time off benefits include eleven paid holidays, three personal days, a floating holiday, vacation and sick leave, along with a "Work from Elsewhere" up to 20 business days per fiscal year, and a sabbatical benefit after 7 years of employment.

CEI operates in a hybrid work schedule, working at least two days a week from the office supporting the team in-person.

Application process and additional information.

Coastal Enterprises, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To apply, please submit your resume and cover letter at [Chief Financial Officer Search document upload site.](#) For questions or assistance, please reach out to Diana LeBlanc at Diana.LeBlanc@ceimaine.org. Applications will be accepted until the position is filled.

About Brunswick and Maine

Brunswick is a quintessential town in mid coast Maine, 28 miles north of Portland, ME, and home to Bowdoin College. Brunswick is a hub for art, the home of the Maine State Music Theater, and the Bowdoin College Museum of Art, and the Bowdoin International Music Festival. Brunswick offers a vibrant downtown area with local shops and many dining options for all palates. Brunswick sits at the heart of I-295 and scenic route 1, its location provides easy access to many coastal towns and Downeast, central and southern Maine, and nearby islands.

Maine is the northernmost New England State, known as the Pine Tree State and world renowned for its lobster, blueberries, and forestry industries. Maine offers wonderful destinations filled with rich nature, history, and culture, from coast to mountains, and all four-season activities for all.