Helen Keller Intl
Job Announcement

Vice President, Finance and Chief Financial Officer
*(location or Remote – flexible to be based anywhere Helen Keller is a *registered employer)*

Helen Keller Intl
Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Background:
Helen Keller Intl is a global public health organization that works to eliminate preventable vision loss, malnutrition, and diseases of poverty across Africa, Asia, and the United States, with annual revenues of approximately US$100–125 million. As a US-based nonprofit operating in multiple countries, Helen Keller relies on strong financial stewardship, disciplined resource management, and rigorous compliance to sustain its mission and donor confidence. The Vice President, Finance and Chief Financial Officer sits on the Executive Leadership Team and leads the organization's global finance function—the Center for Finance—while providing management oversight to the Internal Audit function. Operating at the most senior level of the organization, the role serves as principal financial strategist and advisor to the President & CEO and as management's primary liaison to the Finance Committee of the Board of Trustees.

Purpose or Scope of work
The Vice President, Finance and Chief Financial Officer (CFO) is responsible for the financial health, strategy, and integrity of the organization—including financial management, planning and analysis, treasury and investment of reserves, and regulatory compliance within the global finance function (the Center for Finance) and management oversight of the Internal Audit function, spanning all countries where Helen Keller operates.

The role operates with high levels of autonomy and organizational influence and is accountable for financial strategy and stewardship, budgeting and forecasting, treasury and reserve investment, financial reporting, internal controls, and compliance with all US nonprofit and IRS regulations. The position contributes to organizational objectives by advising the CEO and Executive Leadership Team on the optimal use of funds and the financial sustainability of the program portfolio, and by partnering with the Board's Finance Committee on financial and investment strategy, working in close collaboration with country and global colleagues within Helen Keller's structure.

Management/ Functional Relationships

Relationship	Name / Role / Title
Reports to	President & CEO
Direct reports	Controller / Senior Director of Finance, senior staff Financial Planning & Analysis, Senior Director, Grants & Contracts, Senior Advisor Procurement, future shared services staff, Portfolio Finance Directors, dotted-line oversight of the Senior Director, Internal Audit (who reports functionally to the Board of Trustees)
Key internal relationships	Executive Leadership Team members, General Counsel, Board of Trustees (including the Finance Committee), Country Office Directors, center and functional heads.
Key external relationships	External auditors and tax advisors; banking and investment partners and fund managers; institutional and government donors (e.g., US government, other bilateral and multilateral funders) and their financial/compliance teams; charity regulators and IRS; peer nonprofit finance leaders.

Key Responsibilities/ Specific Tasks

- **Strategic financial leadership:** Serve as principal financial advisor to the President & CEO and Executive Leadership Team, advising on the optimal use of funds, the financial health and sustainability of the program portfolio, and the financial implications of strategic decisions, new business, and organizational growth.
- **Finance function leadership:** Lead the Center for Finance, setting direction and standards for accounting, financial planning and analysis, budgeting, forecasting, treasury, grants and contracts finance, and financial reporting across all countries where Helen Keller operates.
- **Board and committee engagement:** Act as management's primary liaison to the Finance Committee of the Board of Trustees, preparing and presenting financial strategy, results, forecasts, and reserve and investment matters, and supporting the Senior Director, Internal Audit in engaging the Audit & Risk Committee of the Board.
- **Internal audit oversight:** Provide management oversight to the Internal Audit function while respecting its independence—the Senior Director, Internal Audit reports functionally to the Board of Trustees—ensuring the function is appropriately resourced and that management acts on audit findings and risk recommendations.
- **Reserves and investment management:** Partner with the Finance Committee to craft the organization's investment strategy for net assets held as reserves, and execute that strategy—overseeing investment managers, monitoring performance and liquidity, and ensuring alignment with the organization's risk tolerance and cash needs.
- **Regulatory compliance:** Ensure full compliance with all US nonprofit regulations and IRS rules—including timely and accurate Form 990 filing, unrelated business income, charitable

and tax-exempt requirements, and applicable federal award (e.g., Uniform Guidance) and state charitable registration requirements—alongside relevant financial regulations in the countries of operation.

- **Financial planning, analysis and reporting:** Oversee the annual budget and multi-year financial planning; deliver timely, accurate, and transparent financial reporting to management, the Board, donors, and auditors; and provide analysis and decision support on cost recovery, indirect rates, and the financial performance of the grant and program portfolio.
- **Controls, risk and audit:** Maintain a strong internal control environment and sound financial policies and systems; lead the annual external audit and single audit processes; and safeguard organizational assets, mitigating financial and fiduciary risk.
- **Treasury and cash management:** Direct global treasury operations, cash flow management, banking relationships, and foreign-currency exposure across the organization's international operations to ensure adequate liquidity for mission delivery.
- **Team leadership and development:** Build, lead, and develop a high-performing, geographically distributed finance team; strengthen finance capacity in country offices; and cultivate the leadership pipeline within the finance function.

Other Duties

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Skills & Experience

- **Education & Experience :** Advanced degree strongly preferred; 15+ years of progressively responsible experience, including 7+ years leading a major function or portfolio
- **Professional qualification:** CPA, MBA, or equivalent advanced degree in finance, accounting, or business strongly preferred.
- **Nonprofit finance expertise:** Deep knowledge of US nonprofit accounting (GAAP for not-for-profits), IRS requirements including Form 990, and federal grant compliance (e.g., Uniform Guidance / single audit); experience with institutional and government donors such as USAID is highly desirable.
- **International and multi-currency experience:** Proven experience overseeing finance across multiple countries, including foreign-currency management, and familiarity with the operating context of an international NGO.
- **Executive and Board engagement:** Demonstrated success partnering with a CEO, Executive Leadership Team, and a Board of Trustees or its Finance and Audit committees on financial and investment strategy.
- **Treasury and investment acumen:** Experience overseeing reserves and investment portfolios and working with investment managers and committees.
- **Scale:** Track record leading finance for an organization of comparable size and complexity (revenues of roughly US$100–125 million).
- **Leadership:** Strong record of building and leading distributed, high-performing teams and strengthening financial systems, controls, and capacity.

Working Conditions/ Travel

- Travel expectations at least quarterly visits to see country offices and/or meet with Executive leaders.

Compensation and benefits.
Helen Keller offers a comprehensive benefits package. Specific offerings may vary by country in accordance with local laws. The compensation for this position will be aligned with the local salary structure. The full-time U.S. annualized salary range for this position is $159,000 to $287,000, with the midpoint of the salary range at $223,000.

Expectations
Fairness, Belonging and Zero Tolerance to Abuse
As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include courage, compassion, integrity and rigor.

To Apply
Qualified candidates should submit a cover letter and resume to HKI.Recruitment@hki.org. Applications will be accepted until the posting is removed.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment

***Locations where Helen Keller is a registered employer:** Bangladesh, Burkina Faso, Cambodia, Cameroon, Cote d'Ivoire, DR Congo, Guinea, Kenya, Mali, Madagascar. Mozambique, Nepal, Niger, Nigeria, Philippines, Senegal, Sierra Leone, Tanzania, and United States: (California, Colorado, Connecticut, District of Columbia (DC),Florida, Georgia, Hawaii, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Vermont, Virginia Washington, and Wisconsin).