



**Position Title:** Chief Financial Officer (CFO)

**Reports to:** Chief Executive Officer (CEO)

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**Mission Statement**

Relevant Radio® - Bringing Christ to the world through the media.

**Guiding Principles**

- Faithful to the Magisterium and Catechism of the Catholic Church
- United to the Bishops
- Under the protective intercession of the Blessed Virgin Mary

**Function Summary:**

Serves as leader of the financial policy and direction while also being an active participant in, and driver of, the organization's overall strategy. Will lead all financial administration, business planning and budgeting.

**Responsibilities:**

- Demonstrate solid understanding of the mission, programming content and target audience of Relevant Radio.
- Understands Relevant Radio policies and procedures and integrates them into the Finance/Operations teams.
- Actively participates as a member of the Relevant Radio Executive Team.
- Participate with the CEO and the other members of the Executive Team in the formation of major objectives and strategies for the company. Provide strategic recommendation based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis. Oversees implementation of those strategies within discipline.
- Responsible for maintaining the organization's overall operating budget. Evaluates total company and station operating performance. Oversees the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Ensure and monitor the organization's financial systems to be in accordance with Generally Accepted Accounting Principles.
- Develop and execute major financial policies, plans, procedures and controls.
- Maintain effective financial control over the assets, liabilities, income and disbursements, including licenses and property, and capital expenditures.
- Comply with Federal and State non-profit reporting requirements. Understand FCC guidelines and requirements.
- Direct the preparation of monthly and annual financial reports.
- Evaluate new business acquisitions and divestitures.
- Act as liaison with company auditors and legal counsel.
- Maintain relationships with bank(s) and other sources of finance.
- Provide corporate financial services such as accounting, financial budgeting and control, audits, donations database (A/R), license and real estate activities, purchasing, treasury, financial public relations and administrative methods.
- Direct financial analysis, including cash flow, cost and capital campaign pricing/planning and station/network analysis.
- Direct record keeping and procedures to account for receipts and disbursements. Ensuring that Financial Records meeting all legal requirements are properly kept and retained for the organization and that accounting operations are effectively and efficiently performed.
- Direct data analytics, financial analysis, including cash flow, cost and capital campaign pricing/planning and station/network analysis.
- Review all formal Finance and Operations related procedures, processes, and administration, recommending improvements to the systems in place and managing systems going forward.

- Develop and manage direct staff. Engage other members of the Executive Team to foster cross-department collaboration that ensures support of financial and operational strategies.
- Performs a variety of other tasks as assigned.

**Experience and Skill Requirements:**

- Practicing Catholic, active faith life in accord with teachings of the Catholic Church.
- MBA in Finance or a Bachelor's degree in Accounting, CPA required.
- 15+ years related experience in Finance/Accounting. Audit experience preferred.
- Proven leadership and extensive experience in an executive role.
- Mature and proactive, with evidence of having worked as a true business partner to the executive director of a multi-state and network based entity.
- Strong planning, organizational and critical thinking skills.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- Demonstrated ability to set and achieve objectives and goals, as well as meet deadlines.
- Able to work independently and with flexibility.
- Hands-on leader, with integrity and a desire to work in a dynamic, mission-driven environment.
- Proficient with Microsoft Office Products, as well as financial management software.
- Ability to lift 20 pounds.
- Ability and willingness to travel. Valid Driver's License.

**Position Information:**

- In-Office, Monday through Friday, Lincolnshire, IL
- \$220,000 - \$250,000 salary equivalent, commensurate on experience.
- Member of executive leadership team.