



The Buck Institute Chief Financial Officer

September, 2024

Position Summary

Title: Chief Financial Officer

Reports to: Remy Gross, President & Head of Partnering and Administration

Location: Novato, Marin County, California

Organization Overview

The Buck Institute is a pioneer in research on aging and a global leader in the field of age-related bioscience. Founded in 1999, the Buck became the world's only research institution singularly focused on the biology of aging, yielding insights into age-related diseases before they start. The Institute attracts scientists from a variety of disciplines to attack the problem from all sides because the answers we are after won't come from a single field. To enhance this profound mission, the Buck worked with world-renowned architect I.M. Pei to create a campus that literally would not allow their researchers to work in silos and optimize the beauty of their Northern California coastal campus.

The success of the Institute's science will ultimately change healthcare for all. With the aim of ending the threat of age-related diseases for this and future generations, the Institute brings together the most capable and passionate scientists from a broad range of disciplines to identify and impede the ways in which people age. This is an independent, non-profit institution located in Marin County, CA, that works every day with the goal of increasing human health span and the healthy years of life. Globally recognized as the pioneer and leader in efforts to target aging—the number one risk factor for diseases including Alzheimer's, Parkinson's, cancer, macular degeneration, heart disease, and diabetes—the Buck Institute seeks to help people live better longer.

They are an equal opportunity employer and strive to create an atmosphere where diversity of identity, experience, and background are welcomed, valued, and supported.

For more information visit: [Home \(buckinstitute.org\)](http://buckinstitute.org)

Opportunity Overview

The Buck Institute seeks a Chief Financial Officer (CFO) to guide the financial systems that empower this enterprise. The successful individual will be an experienced finance leader who thinks strategically and will contribute to the Buck's long-term vision and mission, joining the team of high-performing professionals. Pristine and strategic financial practices will position the Buck for continued success.

Reporting to the President and Head of Partnering and Administration, Remy Gross, and working closely with the COO, this CFO will be responsible for leading the financial operations of this complex non-profit organization.

This seasoned strategist will understand current non-profit accounting practices and trends and also will have experience overseeing investment activities and adapting to ever-changing best practices. With an inclination toward forward-thinking growth, this CFO will be part of a leadership team and culture that values collaboration and transparency with the goal of protecting and enhancing the future of the Buck.

Objectives of this role

- Provide strategic guidance from a finance and investment lens; collaborate with the ELT on enterprise risk and growth scenarios.
- Remain current, and regularly report on dynamic/ever-changing federal (NIH) and other grant protocols.
- Effective Board communication and engagement regarding risk scenarios and strategic opportunities will be a key aspect of the role.
- Hold responsibility (either directly or via staff) for all cash management, investments, insurance, budgeting, audit and financial reporting.
- Coordinate the development of annual operating, capital, and program budgets, as well as their reporting.
- Ensure cash flow is compatible with operations by overseeing the Institute's day-to-day accounting, recording, reporting, and internal control activities.
- Develop and implement best practices and tools to ensure a well-controlled yet flexible organization that has strong fiscal management, project coordination, cross-team communications, and workflows.
- Study changing national and local financial requirements, taking appropriate action to comply with new and existing legislation.

Candidate Profile

Key Responsibilities

- Be proactive and an effective communicator relative to informing the CEO, members of the Board of Trustees, and appropriate staff members on key matters relating to financial strategy and opportunities, forecasting, risk matters, and policy.
- Oversee the annual budget and planning process, monitor progress and changes, and inform the Board of Trustees, CEO, and senior leadership of the institute's financial status. Take initiative in terms of 'course corrections' as appropriate.
- Ensure timely, accurate, and consistent financial reporting to stakeholders, ranging from department heads to the Board of Trustees.
- Lead the effort to forecast multi-year financial and operational plans.
- Oversee investment and endowment management and reporting.
- Perform risk management through analysis of organization liabilities and investments and evaluate and manage capital structure and fundraising initiatives.
- Ensure annual financial statement audits, tax returns, reports, and statements and adherence to all regulatory and compliance requirements.

- Conduct financial assessment and analysis of potential projects and decisions as needed.
- Analyze internal operations and identify areas for cost reduction and process enhancement.
- Serve as staff support for the Board of Trustees Finance Committee and Audit Committee.
- Represent the Institute in matters involving its outside professional relationships, including bankers, auditors, general counsel, insurance brokers, and investment bankers.
- Manage finance and purchasing personnel and oversee financial systems.

Professional Experience

- 15+ years of progressively responsible strategic leadership in financial planning and management, and related administrative functions.
- Previous experience in Non-profit organizations with public and private grants, and the related accounting, reporting, and review processes.
- Strong business acumen, with demonstrated expertise in financial planning and reporting, budget development, strategic planning, and project management.
- Excellent working knowledge of non-profit practices and regulations, as well as a broad range of fiscal compliance issues.
- Excellent leadership skills with personal integrity and ability to maintain confidentiality on sensitive issues.
- Exceptional analytical and quantitative skills, including the ability to compile and present complex financial issues with recommendations and conclusions.
- Ability to engage others in the decision-making process in a collegial manner while establishing priorities and making timely, complex decisions.
- Proven ability to collaborate with diverse constituencies and stakeholders.
- Highly developed problem-solving skills and a proactive approach are essential to identify issues and develop and negotiate solutions.
- Exceptional verbal, written, and visual communication skills.
- Excellent computer skills.

Education

Master's degree (or equivalent experience) in accounting, business accounting, or finance. Professional certification (e.g., Certified Public Accountant) preferred. 15+ years of progressively responsible strategic leadership in financial planning and management, and related administrative functions

Compensation & Benefits

A competitive compensation package to include a base salary (\$250,000 - \$350,000 range) will be offered based on the candidate's background and experience. A health insurance plan is offered to employees (and their families) including medical, dental, vision, and basic life insurance.

Location

The selected candidate will need to be at the Buck Institute Corporate Office in Novato.

Travel

Limited

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