



Position Specification

KFF

Chief Financial Officer

Position Specification

Our Client

As a one-of-a-kind information organization, KFF brings together substantial capabilities in policy research, polling, and journalism in one organization to meet the need for a trusted, independent source of information on national health issues—one with the scope and reach to be a counterweight to health care’s vested interests and a voice for people.

KFF is headquartered in San Francisco with an office in Washington, DC, conference centers in both locations, and staff members in almost every state. Dr. Drew Altman, KFF’s founding president and chief executive officer, founded the modern-day organization in 1991. KFF is governed by a Board of Trustees, which is chaired by former Senator Olympia Snowe.

KFF is supported by an endowment that is supplemented by external funds primarily from foundations, which support KFF to pursue major additional projects it could not undertake with its operating budget alone. Virtually all of KFF’s work is conducted in-house by its policy research staff, pollsters and survey researchers, and its journalists.

KFF’s work includes:

Policy: KFF does policy research on a range of issues, including:

- Affordable Care Act (ACA)
- Global and Public Health Policy
- The Health Care Marketplace
- Medicaid and the Uninsured
- Medicare Policy
- Patient and Consumer Protections
- Peterson-KFF Health System Tracker
- Project on Hospital Costs
- Racial Equity and Health Policy
- State Health Policy and Data
- Women’s Health Policy

Public Opinion and Research Survey: The public opinion and survey research team conducts and analyzes original research on Americans’ attitudes, knowledge, and experiences with the health care system with the goal of amplifying the public’s voice in major national debates, particularly the voice of often-disenfranchised groups, such as the low income and uninsured populations.

Journalism: [KFF Health News](https://www.kff.org/) is a national newsroom that produces original journalism about health issues and is one of the core operating programs at KFF. The news service is dedicated to in-depth reporting on complex health policy issues, and health system changes, with a focus on people.

Health Information and Trust: The Health Information and Trust Initiative is a new KFF program aimed at tracking health misinformation in the U.S., analyzing its impact on the American people, and mobilizing media to address the problem. Our goal is to be of service to everyone in the health misinformation and trust field and to help efforts to counter misinformation, build trust, and be more effective.

KFF has an endowment of approximately \$650 million and an annual budget of approximately \$66 million. KFF employs over 210 people and is governed by a 13-member Board of Trustees.

To learn more about KFF, please visit <https://www.kff.org/>

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The Role

Reporting to Incoming President Mollyann Brodie, the Chief Financial Officer will oversee KFF's finance and accounting functions. They will be responsible for financial strategy, financial reporting, budgeting, tax compliance and reporting, financial controls, risk management, cash management/liquidity, and more. They will serve as the organization's primary finance executive and hold responsibility for the financial wellbeing of the institution. Additionally, they will ensure that KFF's finance and accounting function is operating in service of the organization's mission and partnering effectively across functions. As an executive team member, the CFO will provide input on KFF's strategic direction and partner closely with other executive team members, including the Chief Investment Officer. The CFO must ensure that internal fiscal processes and systems support informed decision-making and advance organizational strategy. The CFO is responsible for managing, empowering, developing, and mentoring a highly dedicated team of seven finance and accounting professionals. The role will be based at KFF's San Francisco headquarters.

Candidate Profile

KFF is seeking a strategic leader to lead an exceptional finance and accounting function. The successful candidate will have a blend of strategic acumen and hands-on experience. Importantly, they will be able to translate their knowledge in a clear, collaborative manner that supports organizational decision-making. They will be highly collegial and will nurture a strong culture, including retention, motivation, and development of a top performing team. Drawing from a range of professional experiences, they will be adept at successfully working in fast-paced environments, building trust, and navigating times of change.

In terms of the performance and personal competencies required for the position, we would highlight the following:

Strategic Financial Leadership

- The ability to serve as a strategic thought partner to the CEO and President, senior leadership team, and Board.
- Ability to assess and maintain the long-term financial health of an organization and assist with development of long-term strategy.
- The ability to move fluidly between detailed financial issues and the larger strategic picture, translating financial information into clear implications for leadership.
- Demonstrated strength in budgeting, long-range planning, scenario analysis, and evaluating financial tradeoffs.
- The ability to provide an independent financial perspective while remaining appropriately calibrated to KFF's organizational needs and operating model.
- Comfortable serving as both a rigorous financial steward and a forward-looking thought partner to senior leadership.
- Creativity and resourcefulness during times of change; an ability to thrive in fast-paced environments.
- Strong business acumen and comfort in a complex environment; the necessary skills to lead within an institution of KFF's scale.

Technical Expertise and Execution Skills

- The ability to be both strategic and hands-on, with enough technical depth to engage in day-to-day finance operations as necessary.
- Deep accounting and audit expertise, with the technical judgment and attention to detail necessary to preserve KFF's high standards for financial accuracy and controls.
- Fluency in nonprofit accounting, regulatory filings, grant and external funder requirements, risk management, and related compliance matters.
- Experience strengthening finance systems, processes, reporting, controls, and organizational design.
- Demonstrated ability to be a strong steward, with an appreciation for the importance of protecting KFF's financial strength and institutional credibility over the long term.
- Experience managing cash flow, liquidity, debt, and other balance-sheet considerations in a disciplined manner.
- The ability to develop strong implementation plans and to execute strategies effectively.
- The judgment to work constructively with investment professionals, while providing appropriate financial perspective.

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Collaboration and Influence

- An advisory orientation; the ability to influence executive decisions through data-driven financial insights.
- The ability to translate complex financial information into clear, practical guidance for both finance and non-finance stakeholders.
- The executive presence and the confidence to engage effectively with the Board, Audit Committee, senior leadership, and other key constituents.
- Strong judgment and diplomacy with the ability to challenge assumptions constructively.
- The ability to build trust across a diverse group of internal and external stakeholders.

People Leadership

- A demonstrated ability to retain, empower, recruit, and develop top talent while nurturing a strong organizational culture.
- An attitude of self-reflection; an openness to feedback and orientation toward leading by example.
- The ability to delegate effectively and ensure proper allocation of resources to accomplish lofty goals.
- The ability to nurture a culture of accountability, excellence, and collaboration.
- Proven experience effectively leading a team of relevant scope and scale.

Mission Alignment and Personal Characteristics

- Genuine connection and appreciation of KFF's mission and its nonpartisan approach, values, and organizational culture.
- Collaborative, accessible, service-oriented leader with the ability to build trust and work effectively across functions.
- Warmth, collegiality, humility, and a high degree of emotional intelligence.
- A self-starter with the ability to thrive in a fast-paced environment.
- The highest degree of integrity and accountability.

Contact and Compensation

KFF's goal is to compensate for this position at a competitive level. The estimated base salary is expected to be in the range of approximately \$350-425K. That said, the final salary and total compensation of the candidate selected for this role will take into consideration various factors, including, but not limited to, scope of role, level of experience, stature in the industry, professional accomplishments, internal equity, the organization's budget and will be subject to Fair Market Value evaluation. In addition to salary, the selected candidate will be eligible to participate in KFF's standard benefit package. Additional details regarding benefits are available upon request. The approximate range listed is a good faith determination of potential base compensation as a component of the total compensation for the role at the time of this job advertisement and may be modified in the future.

Russell Reynolds Associates has been exclusively retained for this search and prospective candidates are invited to contact Russell Reynolds Associates directly at KFFCFO@russellreynolds.com. Applicants should include a resume and brief expression of interest. All inquiries and discussions will be considered strictly confidential.

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