



POSITION PROFILE

FRACTIONAL CHIEF FINANCIAL OFFICER

FRIENDS OF NGONG ROAD

[NGONGROAD.ORG](https://ngongroad.org)

About Friends of Ngong Road

On Ngong Road, a city moves — matatus and motorbikes, students and shopkeepers, the everyday rhythm of a city of six million. Everywhere in Nairobi you find potential and opportunity searching for each other. For twenty years, bringing them together has been our mission.

Sub-Saharan Africa is this century's most consequential region. It holds 65% of the world's remaining arable land, its population is projected to double to more than 2 billion by 2060, and East Africa's real GDP is set to grow at 6.1%. Yet 46% of its people live at or below the poverty line, and the median age is just 19. Global shifts in funding make our work all the more urgent. The students we serve will inherit this future. Our work is to make sure they're ready for it.

Friends of Ngong Road (FONR) closes the gap between potential and opportunity for students growing up in Nairobi's informal settlements.

Working in close partnership with the Ngong Road Children's Foundation in Kenya, we take a long-term approach — pairing students with a dedicated social worker, embedding them in a supportive community, and opening doors to post-secondary pathways and meaningful employment that would otherwise be out of reach. We commit to our students for a decade or more.

We envision a future where every student we serve completes their education, enters the workforce with confidence, and helps build something better — for themselves, their families, and their community.

Role Summary

The Fractional Chief Financial Officer provides financial oversight and judgment for Friends of Ngong Road, and serves as the key adviser on the organization's finances.

FONR runs a lean finance function. An outsourced accounting partner handles bookkeeping, transaction processing, and month-close preparation. The VP, Growth & Operations oversees day-to-day operational finance and systems. The President leads strategy, fundraising, and board engagement. The CFO is the connection point between these three areas, and works with the FONR Finance & Audit Committee on financial strategy, risk, and stewardship.

The role is part-time, but we intend for it to be a substantive one. The CFO sits on the leadership team, has defined decision rights on financial matters, and has direct access to the Finance & Audit Committee.

The CFO reports to the President. The role has no direct reports, and the President retains management responsibility for the organization.

Areas of Responsibility

1. Financial Planning & Analysis

Own the forward view of FONR's finances, and build the models that leadership and the Board use to make decisions.

- Maintain a rolling 12–18 month cash forecast tied to the fundraising pipeline
- Lead the annual operating budget build with the President and VP, Growth & Operations
- Scenario planning for revenue shortfalls, program changes, and currency movement
- Financial modeling behind the 2030 strategic pillars, including go/no-go analysis on new commitments
- Revenue concentration and diversification analysis

2. Board, Committee & Decision-Grade Reporting

We want the Board to be informed and aware of our financials without needing to get into the weeds.

- Translate the outsourced accounting output into a monthly management package with variance commentary, KPIs, and reserves position
- Serve as primary staff liaison to the Finance & Audit Committee
- Serve as the primary touchpoint with the Investment Committee, including periodic review of the investment policy statement
- Work directly and routinely with the Finance & Audit Committee Chair
- Present the financial context for major board decisions in plain terms

3. Controls, Compliance & Audit

Set the control environment for the organization, and serve as our technical point person on compliance.

- Own the financial controls and approval framework across FONR
- Review outsourced accounting output for accuracy, completeness, and timeliness
- Serve as management's point person for the annual audit
- Oversee preparation and review of Form 990
- Monitor state charitable registration, unrelated business income exposure, and advocacy limits
- Ensure compliance in international grantmaking, including the applicable expenditure responsibility or equivalency determination framework
- Administer the conflict-of-interest, whistleblower, and fraud-risk processes underpinning the Form 990 governance disclosures, in coordination with the Finance & Audit Committee

Areas of Responsibility (continued)

4. Fund Accounting, Gift & Grant Stewardship

Make sure money is recorded and spent the way donors and funders were told it would be, and that we can document it.

- Oversee restricted fund tracking, release, and reporting against donor intent
- Own the cost allocation methodology across program, administrative, and fundraising functions
- Own the gift acceptance policy, including non-cash gifts — securities, donor-advised funds, in-kind, and planned gifts — and their valuation and recording
- Prepare grant budgets and financial reports for institutional funders, and serve as financial point of contact for funder reporting requirements and funder-initiated audits

5. Treasury, Banking & Risk Management

Protect the organization's balance sheet and manage risk, of which insurance is one part.

- Own banking relationships
- Design and maintain the operating reserve policy, including its floor and replenishment terms
- Cash management and short-term liquidity positioning across the organization
- Establish the organization's risk management framework, including directors and officers, general and professional liability, cyber, and international operations coverage
- Approve coverage levels, limits, and carrier selection at each insurance renewal
- Conduct an annual review of coverage adequacy against the organization's actual risk profile
- Assess financial and operational risk in the Kenya operating environment

6. Strategic Finance & Leadership Participation

Serve as a member of the leadership team.

- Take part in the leadership team's regular operating cadence
- Advise on allocation between programmatic and institutional investment
- Participate in annual planning and the costing of strategic priorities
- Pressure-test the financial assumptions behind growth, hiring, and program decisions
- Provide independent counsel to the President, including disagreement where warranted

Scope Boundaries

The following sit outside the role:

- **Transaction processing.** Accounts payable entry, cash receipts, payroll runs, and reconciliations remain with the outsourced accounting partner.
- **Systems administration.** Routine approvals, vendor setup, and accounting-system administration sit with the VP, Growth & Operations.
- **Insurance and vendor administration.** Broker management and renewal processing sit with the VP; the CFO sets the framework and approves coverage at renewal.
- **Staff supervision.** The role carries no direct reports.
- **Management authority over operations.** The President retains management responsibility for the organization.

Reporting Relationships & Decision Rights

The CFO reports to the President and works with the VP, Growth & Operations, and the NRCF Program Director and COO. The role has no direct reports. We want the position to carry more than advisory weight, so the following financial matters require CFO review and agreement before we commit:

- Contracts or financial commitments above a threshold set annually by the Board
- New program commitments carrying multi-year financial obligation
- Acceptance of restricted gifts with unusual terms, matching requirements, or reporting burdens
- Any transaction that would draw the operating reserve below its policy floor
- Changes to banking, investment, or insurance arrangements

The operating cadence is fairly defined: monthly financial review with the President and VP, plus leadership team participation; quarterly Finance & Audit Committee meetings; Investment Committee participation three times a year; and annual cycles for the budget build, the audit and Form 990, and the risk and insurance review.

Qualifications

Required

- 10+ years of progressive financial leadership, including service as a CFO, Director of Finance, or an equivalent senior finance role
- Substantive nonprofit finance experience — restricted fund accounting, functional expense allocation, operating reserves, Form 990, and audit management
- Demonstrated experience serving as management's point person for an independent audit
- Experience presenting to and advising a board finance or audit committee
- Track record of working effectively in a lean organization without supporting finance staff
- Ability to work independently and set their own agenda within a defined scope

Preferred

- Experience in an organization with a foreign affiliate or country partner
- Treasury, banking, or credit facility experience in a nonprofit context
- Risk management and insurance program oversight
- Prior fractional, interim, or advisory engagement experience
- CPA, CMA, or MBA

Compensation & Time Commitment

Rate: **\$100 per hour**, at an average of **10 hours per week** — roughly 520 hours and \$52,000 annually.

Hours will vary through the year, with heavier periods during the annual budget build, the audit and Form 990 cycle, and board meeting preparation. We also expect hours to be weighted toward the first ninety days, to get the forecast and the controls framework established.

This is an independent contractor engagement and is fully remote. We plan to start with a defined 90-day period and move to an ongoing retainer from there. Candidates connected to the Twin Cities nonprofit community are welcome, though Minnesota residence is not required.

Equal Opportunity Employer

Friends of Ngong Road is an equal opportunity employer. We are committed to building a diverse and inclusive team and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by applicable federal, state, or local law.

Commitment to Equity, Diversity & Inclusion

Friends of Ngong Road believes that a diverse team makes us stronger and more effective in serving our mission. We actively encourage applications from people of all backgrounds, and particularly welcome candidates with lived experience connected to the communities we serve.

Reasonable Accommodations

Friends of Ngong Road is committed to providing reasonable accommodations to qualified individuals with disabilities in the application process. If you would like to request an accommodation to participate in the application or interview process, please contact us at people@ngongroad.org.

How To Apply

To apply, please submit the following to people@ngongroad.org:

- Resume or CV
- A cover letter describing your interest in this role and how your experience aligns with FONR's mission and the responsibilities of this position
- Optionally: a redacted example of a board- or committee-facing financial package you have produced

Applications will be reviewed on a rolling basis.