

# Notre Dame de Détroit



## CHIEF FINANCIAL OFFICER

February 24, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

---

Notre Dame de Détroit (NDD) is the parent organization of a start-up educational initiative designed to create a Catholic family of learners richly centered in the Eucharist, prayer, and fellowship in order to make possible a fulfilling life for oneself and perhaps up to 5,000 others. This organization represents the vision of its founder, [Mr. Clark Durant](#) who has dedicated his life to enriching the lives of students and families, particularly those in great need of financial, educational, career, and community support.

### Position Summary:

The Chief Financial Officer's (CFO) principal responsibility is to help create the financial accountability and sustainability for this undertaking and its mission. The CFO will work closely with and take direction from the Founder of NDD and its related Foundation. The CFO shall manage finances, including financial and credit controls, record-keeping, the preparation of project budgets and financial statements. The CFO will be responsible for short- and long-term financial planning, forecasting, the management of financial risk, and the maximization of NDD's assets and its related Foundation (consistent with the mission). The CFO will monitor expenditures, cash flow and liquidity, manage investments, such as they be, or ought to be, and handle all taxation issues, to the extent that they exist for NDD and related entities. The CFO will oversee the audit, all accounting functions, financial reporting, and the analysis of data and will provide timely financial data and analysis to the Founder. The CFO will prepare financial documents for internal and external use, for analysis, publication, and presentations. Lastly, the CFO will be responsible for the analysis of all leases and, working with the General Counsel, all leases will be renewed on terms required by the mission.

**Job Title:** Chief Financial Officer

**Reports To:** Chairman

### Knowledge & Experience Requirements:

- A passionate Catholic
- Entrepreneurial
- Strongly prefer master's degree, such as M.Acc., M.B.A. or M.P.A. or a CPA
- Prefer Certified Management Accountant or other professional certification
- Five years management of staff in Finance, HR, Property etc.
- Ten or more years of accounting and finance experience with increasing responsibilities
- Previous fund accounting experience. Some property management and lease negotiation experience
- Has prior experience as part of senior staff overseeing operations

**Salary:** Commensurate with background and experience.

**Application Deadline:** June 15, 2022

*(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

*Only those selected for an interview with the search committee will be contacted.*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967  
Ridgefield, CT 06877  
Phone: (203) 438-8475  
[info@catholicrecruiter.com](mailto:info@catholicrecruiter.com)  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)