



Santa Rosa, California

### CHIEF FINANCIAL OFFICER

Burbank Housing is a nonprofit organization dedicated to increasing the supply of housing in Sonoma County, California, so that people of all ages, backgrounds and special needs will have a better opportunity to live in decent and affordable housing. Organized in 1980, Burbank provides nonprofit housing development, ownership and property management services in Sonoma County. Burbank Housing is the largest affordable housing developer in Sonoma County, managing over 2,800 rental units in 61 properties and serving a diverse client base of over 10,000 people.

Burbank Housing seeks a Chief Financial Officer (“CFO”) who is highly skilled, principled, and engaged to assume the financial leadership and stewardship of this critical housing organization, and to partner with the CEO and spearhead its growth during a time when housing affordability in Sonoma County could not be more critical. This is an exciting opportunity to join a well-established, 36-year-old organization with a track record of being a leader in affordable housing in Sonoma County. **Burbank Housing’s new CFO will be assuming financial leadership and management of an organization looking to reassume its position as the preeminent affordable housing developer in the region.** There is an 11-member board of directors, 150 staff members, and an annual operating budget of \$4 million.

The CFO will provide **financial leadership and management for Burbank’s organizational and portfolio growth**, offer strategies for **financing new real estate development, innovate repositioning and refinancing the existing rental property portfolio**, cultivate and steward **relationships with financial institutions and consultants**, as well as serve as the **financial liaison with the board** of directors.

The ideal candidate will bring the following experience:

- **Ten years of senior level financial management** experience with a focus on strategic business planning.
- **Eight years of broad-based business management** experience.
- Proven ability to manage the finances of an organization with a multi-million dollar budget.
- Experience with real estate development.
- Experience with accounting software systems.
- Experience in partnership accounting and public finance.
- Experience with property financial asset management.
- Experience with financial risk identification and mitigation.
- Demonstrated ability to provide organizational leadership as a member of the senior management team; able to develop organizational capacity in financial function.
- Experience leading, managing and mentoring staff in functional areas under the CFO’s purview.

An undergraduate degree is required; a graduate degree is a strong plus.

Inquiries should be made to:

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