



Position Specification

Single Family Office
Chief Financial Officer

Private and Confidential

The Client

Our client is an established family office based in New York, New York. This fast-paced growing family office serves two first-generation Principals. One is the founder of a highly successful, global, software company. He is an innovative technology entrepreneur and avid investor with continued interests in venture capital and private equity opportunities. The second Principal co-founded the family's private foundation and has maintained a global philanthropic presence throughout her adult life. The primary mission of the office is to serve the financial/accounting, reporting, tax, investment management, fiduciary, philanthropic, and administrative interests of the Principals and their related entities.

The Chief Financial Officer ("CFO") will report directly to the Principals and will partner with them and the family office CIO to determine the strategic vision and priorities for the family office today and in the future. The CFO will partner with the CIO to lead the family office and affiliate investment entities and will support the Principals in making informed decisions which will preserve and grow their wealth and leverage their time, allowing them to focus on individual, family, and philanthropic initiatives.

The Opportunity

This position offers a distinctive opportunity for an experienced family office/wealth management executive to assume responsibility for leading financial management matters, compliance and governance of this significant family office and affiliate investment entities.

The CFO will have a thorough understanding of family office services, operations and best practices and will serve as the senior financial expert, responsible for transforming and overseeing the financial function infrastructure and operations of the family office to become an institutional quality platform. The ideal candidate will have strong financial, investment and business acumen and advisory skills combined with leadership and relationship management skills that will instill the confidence and credibility needed to become a trusted advisor to the family.

Location: New York, New York

Reports to: Two first-generation family Principals

The Position

Key responsibilities include:

❖ **Strategic Planning & Execution**

- Partner with the Principals and critical third-party advisors to develop the strategic vision and goals for the family office and financial function including the creation and implementation of the respective business plans.
- Identify, recommend and facilitate strategic projects and initiatives that will advance the organization's value, vision and culture.
- Ensure accurate, high quality service delivery to family clients and related family entities.

❖ Financial Function & Execution

- Lead and oversee accounting, finance, tax, treasury management, reporting and other related operations for the family office and affiliated investment entities.
- Provide financial accounting, budgeting and reporting for all entities; cash management, bill pay and other payment/processing; financial, cash flow and liquidity planning, analysis and forecasting; income tax planning, preparation and compliance oversight; trust administration and estate planning coordination; investment support and reporting; risk management; banking relationship and legal services coordination; compliance; human resources administration; and special projects as appropriate.
- Establish, implement and oversee appropriate financial/accounting processes, systems, databases, and reporting infrastructure to track all assets and entities.
- Determine future reporting needs for the Principals and related entities. Develop and implement a business plan to establish a best practice financial and reporting platform to meet current and future needs. Prepare and maintain regular financial planning reports and forecasts at the consolidated and entity level including sources and uses of cash within and across entities.
- Provide financial analyses, modeling, projections and ad hoc reports for project or planning initiatives.

❖ Investment Strategy & Oversight

- Become a subject matter expert on the diverse portfolio of family investments, businesses and personal holdings.
- Serve as a strategic thought partner on overall portfolio, liquidity and risk management, cash flow forecasting, etc.
- Provide due diligence support as requested. Manage capital calls and distributions of all private investments across different entity partnerships and provide comprehensive reports on investment holdings, outstanding investment commitments, and transactions to ensure they are authorized and consistent with directives.
- Proactively work in partnership with internal and external resources on investment reporting, tax efficient investment structuring and tax optimization.
- Provide oversight to staff preparing documentation.
- Oversee banking relationships, and private investment setup and documentation.
- Provide support to affiliate investment entity staff regarding matters where the entities interact, including cash management.
- Coordinate with multiple affiliate investment entity leadership to ensure flow of information needed to understand potential impacts on family and operations.

❖ Trust and Estate Planning

- Monitor financial and tax planning strategies for all entities.
- Proactively advise clients on planning techniques and identify, develop and maintain optimal tax and wealth transfer strategies for the family.
- Ensure the family office and its clients are in compliance with applicable regulations and tax laws.

❖ Contract Review & Legal Coordination

- Facilitate the review, evaluation, and negotiation of personal, business, and investment contracts for the family office and family entities (leases, licenses, employment agreements, service contracts, account agreements, vendor agreements, non-disclosure agreements, etc.).
- Coordinate related legal work performed by outside counsel.

❖ Risk Management

- Monitor the insurance needs of the family, the family office and related entities, including employees' workers comp and other insurance, and recommend and implement appropriate plans/actions. Identify strategic risk management opportunities. Interface with risk management professionals.

❖ Operational & Executive Leadership

- Infrastructure & Operations
 - Implement governance practices, technology, systems, and operational policies, procedures, and controls to ensure the effective and efficient operation of the family office, with a focus on continuous improvement.
 - Establish operational metrics to measure performance.
- Security & Technology
 - Establish and oversee the information security environment, including data security and networks to ensure protections are in place for confidential family information.
- Team Leadership
 - In concert with the Principals, determine family office human capital needs.
 - Hire, develop, mentor and motivate staff.
 - Provide vision, direction and leadership of client-focused culture focused on collaboration and excellence.
 - Foster a high performance, collaborative culture. Promote transparency, respect, honesty, integrity, and teamwork that encourages long-term commitment by staff.

❖ External Professional Representation, Communication & Oversight

- Advisor & Provider Management
 - Develop and facilitate relationships with all current and future external advisors and service providers.
 - Coordinate strategies and monitor fees, commitments, agreements and advisor/provider performance.
 - Streamline and manage information, questions, meetings, and other requests that need to be addressed, enabling family members to focus time and energy on their individual and family priorities.
 - Serve as advocate to the Principals on all matters.
 - Develop and maintain appropriate relationships with key affiliate entity personnel to facilitate the communication of relevant information.
 - Represent the Principals to all internal and external constituencies in a highly professional, confidential, and ethical manner.

❖ Client Relationship Management & Interaction

- Trusted Advisor Role
 - Establish and maintain strong communication and relationships with family members.
 - Provide advice and counsel to the Principals and family.
 - Serve as a sounding board and strategic thinking partner in making well-informed decisions.
- Communication & Transparency
 - Promote open and transparent lines of communication with family, internal staff and external service providers and listen to all perspectives.
 - Facilitate discourse and advocate solutions that are objective and balanced.

- Synthesize, present, and communicate complex financial, business, investment, and other relevant concepts in a straightforward, concise, and easy to understand manner, utilizing a consultative approach.

The Ideal Candidate

The ideal background will include:

❖ **Qualifications & Experience:**

- Undergraduate degree in accounting or related field of study required. CPA strongly preferred. Advanced degree desirable (i.e., LLM, JD, MBA).
- Minimum of 15 years of relevant experience in the family office / wealth management industry, including a foundation in public accounting.
- Demonstrated skills and experience in providing quality financial management, accounting, budgeting, forecasting, financial analysis and modeling, tax and reporting for individuals, trusts, foundations and other investment entities.
- Proven track record of success as a CFO or senior member of CFO team and in delivering quality results.
- Knowledgeable about financial management best practices with proven ability to build and lead a financial function. Strong operational controls experience.
- Comprehensive knowledge of tax and investment partnership accounting, tax planning and compliance; tax advisory experience and/or responsibility for internal tax planning.
- Prior experience working with/advising private equity firms, family office clients or multigenerational families of significant wealth with highly sophisticated and complex investment structures.
- Adept at advising family clients on investment, financial, and business matters and in assessing risks and opportunities to enable the Principals to make informed decisions.
- Track record of success in managing multiple projects.
- Experience serving as an advocate for family clients with all external advisors, providers, and other constituencies.

❖ **Skills & Knowledge:**

- Technical Expertise
 - Strong financial, investment and business acumen and advisory skills.
 - Comprehensive knowledge of wealth management disciplines: tax, accounting, finance, trust and estate planning, investment management, insurance, risk management, and philanthropy. Strategic tax and estate planning capabilities. Experience with domestic and international trust structuring.
 - Knowledge across all traditional and alternative asset classes with specific experience in venture capital and direct private equity.
 - Technologically savvy. Proficient with family office technology solutions, financial reporting systems and cybersecurity protocols.
 - Demonstrated business operations management experience including creating operational efficiencies through technology and organizational structures.
- Operational Excellence
 - Disciplined and process-oriented approach.
 - Demonstrated ability to create value through operational excellence and continuous improvement.

- Solutions-focused with high sense of urgency.
- Demonstrates initiative and anticipates client needs proactively.
- Communication & Relationship Building
 - Direct verbal and written communication style with the ability to adapt to a diverse audience and translate complex data into clear, concise advice to facilitate strategic decision making.
 - Able to provide objective advice and recommendations with conviction. Able to confidently express opinions and recommendations to support optimal solutions in the best interest of the family.
 - Builds trusted relationships across multiple generations of family clients, external advisors and third-party service providers.
 - Diplomatic, tactful, and pragmatic in all interactions.
 - Thrives in a fast-paced, growth-oriented environment.

❖ **Leadership & Values:**

- Leadership Style
 - High energy. Proactive yet flexible leader with a “roll up your sleeves” approach and mentality.
 - Collaborative, team player with high EQ combined with high IQ. Continuous learner.
 - Accountable. Consistently delivers on commitments.
 - Healthy balance of confidence, conviction and humility. Low ego
 - Accessible and approachable; builds rapport with all family members and staff.
 - Exercises sound judgment and common sense in decision-making.
- Strategic Capabilities
 - Expert generalist who anticipates issues and implements solutions.
 - Detail-oriented while maintaining big-picture perspective. Balances strategic thinking with practical execution.
- Professional Presence
 - Client-service oriented with a results-driven approach.
 - Dynamic, engaging, and highly motivated self-starter.
 - Exhibits presence, polish, and professionalism to represent the family effectively.
 - Flexible and adaptable. Highly responsive to client needs.
- Character & Integrity
 - Demonstrates utmost integrity, discretion, and trustworthiness with sensitive and confidential information.
 - Strong work ethic combined with a down-to-earth approach.
 - Exhibits humility with no personal agenda; puts family interests first.
 - Maintains composure under pressure; even-keeled, patient, and calm.

Compensation

An industry-competitive package will be offered, including comprehensive benefits.

Contacts

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