Vice President, Finance and Operations

Job Overview
Reporting to the President/CEO and serving as an integral member of the senior management team, the Vice President of Finance and Operations (VP) will be responsible for the development of ATD’s financial management, talent development and operations strategy and contribute to the development of the organization’s strategic goals. In addition to the strategic components, the VP will be charged with developing and implementing policies and procedures in the finance, human resources and general operational areas. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to contribute to the mission achievement of a vital national nonprofit organization.

Duties and Responsibilities

Strategy, Vision and Leadership
- Advise the President/CEO and other members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the Board Finance Committee; effectively communicate and present critical financial matters at board of directors and committee meetings.
- Contribute to the development of ATD’s strategic goals and objectives as well as the overall management of the organization.
- Support resource development efforts with strategic budget development assistance.
- Maintain continuous lines of communication, keeping the President informed of all critical issues.
- Represent ATD externally, as necessary, particularly with Foundations and Corporate investors and in banking and lease negotiations.

Talent Development/Leadership
- Oversee, direct, and organize the work of the finance and operations team including leadership of human resources initiatives.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

Operations
- Provide day-to-day on-site leadership of the effective operations of ATD’s home base.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
• Plan, coordinate, and execute the annual budget process.
• Provide analytical support to ATD’s internal management team including development of internal management reporting capabilities.
• Improve administrative and operational accounting services such as grants payment processing, payroll, accounts payable, and purchasing.

Skills/Qualifications/Experience

• Business or Accounting degree required, a master’s in business administration is preferred.
• CPA or CPM preferred.
• Community college experience preferred or demonstrated understanding of the importance of the community college mission.
• Preferred 7 years of progressive experience in a senior management role ideally with both external audit and in-house financial management experience.
• Demonstrated understanding of nonprofit finance and accounting regulations with considerable experience in short and long term cash investment management practices.
• Proven track record of success facilitating progressive organizational change and development within a growing organization.
• Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills.
• Superior management skills; ability to influence and engage direct and indirect reports and peers. Strong mentoring, coaching experience to a team with diverse levels of expertise.
• Self-reliant, good problem solver, results oriented.
• Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
• Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, ATD’s board of directors, and staff.
• Ability to operate as an effective tactical as well as strategic thinker.

To apply please visit www.acctsearches.org

For additional information, nominations or confidential inquiries please contact:
Narcisa Polonio, Ed.D., Executive Vice President of Education, Research and Board Leadership Services, narcisa_polonio@acct.org or 202-276-1983 (cell)

January 19, 2016

Achieving the Dream, Inc. does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.