



Position Profile

VP - Finance and Administration

Achieving the Dream

Silver Spring, MD

Achieving the Dream (ATD) seeks a talented, experienced Vice President – Finance and Administration (VP) to lead the organization’s finance and accounting operations, partner in the financial planning process, and work collaboratively with the executive team and Board to support the organization’s continued advancement and impact. This is an outstanding opportunity for a finance executive with significant non-profit experience and a proven track record of innovative problem-solving and change management to contribute to the mission of a vital national nonprofit organization.

About Achieving the Dream

ATD—the national, nonprofit leader in championing evidence-based institutional improvement—has seen firsthand what happens when there is a long-term, sustainable commitment to improving student success. ATD leads America’s largest network of community colleges working to become strong engines of student and community growth. ATD helps colleges identify emerging needs and ways to improve practices across the full spectrum of capacities required for whole-college reform.

Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, ATD now leads the most comprehensive non-governmental reform movement for student success in higher education history. Together with our Network of over 277 institutions of higher education, 75 coaches and advisors, and numerous investors and partners working throughout 44 states and the District of Columbia we are helping more than 4 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams.

Headquartered in Silver Spring, MD, ATD has a current annual budget of nearly \$17M and a staff of 55. For more information about the organization, please visit our website at <https://www.achievingthedream.org/>.

Position Summary

Reporting to the Executive Vice President and serving as an integral member of the CEO’s leadership team, the Vice President – Finance and Administration (VP) will be responsible for the development of ATD’s financial management and operations strategy and contribute with other senior leadership to the development and implementation of the organization’s strategic goals.

In addition to the strategic components, the VP will be charged with developing and implementing business processes that align with ATD’s new financial system, leading and mentoring the finance team to effectively and efficiently support the organization, and building

the budgets, analyses, and forecasting that support the management team, CEO, and Board in their respective financial and fiduciary responsibilities.

This is an outstanding opportunity for a finance professional with significant nonprofit experience, a proven track record of innovative problem-solving, and successful change management to contribute to the mission achievement of a vital national nonprofit organization. The VP supervises a team of eight including Director of Finance, Accountants, Budget Analysts and Operations staff. As the organization migrates to a new financial platform, the VP will have the opportunity to develop the finance and accounting team to leverage the efficiencies of the new platform and align with the strategic organization priorities.

Leadership Priorities

ATD continues to grow and advance its mission. The VP will focus on the following priorities:

- Oversee design and implementation of NetSuite platform.
- Organize finance and accounting staff structure to ensure team has all required capacities, defined roles, and the right team members in each role.
- Understand ATD's business model and refine pricing models for products/services.
- Contribute to the development of ATD's strategic goals and objectives as well as the overall management of the organization with an entrepreneurial mindset.

Key Priorities and Responsibilities

Working with staff across the organization, the VP provides leadership in implementing the strategic goals and objectives of the organization, strengthening internal systems and overseeing finances for the organization. The VP is responsible for the following:

Strategy, Vision and Leadership

- Advise members of leadership team on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Collaborate with senior leaders on strategic efforts for the organization.
- Serve as the management liaison to the Board Finance Committee.
- Maintain continuous lines of communication.
- Communicate to the audit and finance committee, as well as up, down, and across the organization, on the finance and business elements of ATD.
- Support resource development efforts with strategic budget development assistance.
- Represent ATD externally, particularly with Foundations and Corporate investors and in banking and lease negotiations.
- Support migration to NetSuite (January 2020) and other new technology advancements.

Finance

- Understand ATD's business model and how the organization fits into the higher education space.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures, and articulate logic behind decision-making.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Provide analytical support to ATD's internal leadership team including development of internal management reporting capabilities.

- Plan, coordinate, and execute the annual budget process; build and lead program and annual budget development and reporting, with a focus on achieving metrics, understanding variances, and supporting growth.
- Provide accurate, timely monthly financial statements that are accessible to the organization and are relevant for senior management, executive leadership, and Board fiduciary responsibilities.
- Partner with the Controller to oversee and approve the work of the finance team, including the annual audit and 990 submission.
- Oversee cash, investment, and asset management, as well as financing strategies and activities and banking relationships.
- Improve administrative and operational accounting services such as grants payment processing, payroll, accounts payable, and purchasing.

Beginning in September, ATD will be customizing and implementing its new financial system. ATD currently uses Blackbaud Financial Edge and will be transitioning to Oracle NetSuite. Other systems currently in use are Salesforce (CRM), Expensify (expense management), Cvent and Eshow (events management), and ADP (payroll and time reporting). The organization uses Microsoft Office 365 for its enterprise cloud server and related productivity tools.

Experiences and Attributes

Ideal candidates for this position will share our commitment to ATD's mission and will bring a variety of experiences and attributes to the organization, including:

- 10+ years' of progressive professional experience in a senior management role ideally with both external audit and in-house financial management experience, in an organization with at least a \$10M budget, and familiarity with complex revenue streams, including customizable fee for service, contracts, grants, and events.
- Demonstrated understanding of nonprofit finance and accounting regulations with considerable experience in short- and long-term cash investment management practices; experience with revenue streams relevant to ATD's business model preferred.
- 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.
- 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.
- Bachelor's degree required; CPA, MBA, CPM or Master's degree in relevant field preferred.

Competitive nonprofit salary and strong benefits package including health insurance, vision, and life insurance as well as long- and short-term disability, 401(k) retirement plan and generous vacation and sick leave.

Application Process

To apply, e-mail resume, cover letter and salary requirements to: ATD-VPFIN@marcumllp.com (e-mail applications are required). Only complete applications will be considered. For other inquiries contact Adrienne O'Rourke at adrienne.orourke@marcumllp.com. Resume reviews begin immediately.

EEO Statement

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

About Raffa – Marcum's Nonprofit & Social Sector Group

On behalf of ATD, Raffa – Marcum's Nonprofit & Social Sector Group is working with the leadership team to advance the search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to *do more* for nonprofits and socially conscious companies. We exist to do meaningful work for organizations like ATD who are making a difference in our communities and our world.