

EXECUTIVE POSITION PROFILE

Vice President, Finance

Manufacturers Alliance for Productivity and Innovation



This search is being conducted by:

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I. Position Description

Scope of Position

Reporting to and partnering with the President and CEO, the Vice President, Finance, will set MAPI's financial policy and direction while also being an active participant in, and driver of, the organization's overall strategy. She or he will lead all financial administration, planning, budgeting, and forecasting. As a member of the senior leadership team, the Vice President, Finance, will work closely with the Board of Trustees, Executive Committee, and finance and investment subcommittees.

Job Responsibilities

- Oversee long-term budgetary planning, forecasting, and cost management in alignment with MAPI's strategic plan.
- Provide strategic recommendations to the CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Participate in the ongoing strategic planning process as an integral member of the senior leadership team.
- Engage the VP of Sales and Member Services, and the SVP, Operations to align financial management with short- and long-term financial planning and projections.
- Manage relationship with service provider for 401(k) plan, including non-discrimination testing and preparation and filing of Form 5500.
- Management of defined benefit plan, relationship with actuary and filing of Form 5500.
- Engage the board finance and investment committee around issues, trends, and changes in the organization's financial planning, budgeting and operations.

Financial and Operational Management

- Oversee financial forecasting and budget process, monitor progress and present operational metrics both internally and externally.

- Ensure that Director of Finance maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds.
- Manage cash flow planning and ensure availability of funds as needed.
- Manage cash, investment and asset management.
- Manage financing strategies and activities, as well as banking relationships.
- Oversee and manage payroll administration
- Engage other members of the senior management team to facilitate cross-department collaboration that ensures financial solutions that positively support MAPI's evolving strategy, operational delivery, and data collection needs.
- Ensure implementation, usage and maintenance of adequate electronic financial records and corresponding reporting systems.
- Work with General Counsel to ensure compliance with all regulatory requirements, and the effective use of internal controls and processes.

Accounting and Administration

- Direct the Accounting function to ensure proper maintenance of all accounting systems and functions.
- Supervise Director of Finance.
- Develop and maintain adequate internal controls to safeguard the assets of the association and provide compliance with regulatory and reporting requirements.

- Ensure timeliness, accuracy and usefulness of financial and management reporting.
- Oversee the preparation and communication of monthly and annual financial statements.
- Coordinate all audit activities.
- Ensure the accurate and timely filling of 990 reports.

Qualifications

- The VP, Finance will be a seasoned leader with at least 10-12 years of broad finance experience.
- At least 5 years' experience as CFO or equivalent.
- Experience gathering and evaluating financial information and making actionable recommendations to senior leadership.
- She or he will ideally have experience managing finance for a national nonprofit, association or professional services organization.
- Bachelor's degree in accounting or finance and a CPA; MBA would be a plus.

Experience

- Mature and proactive, with evidence of having worked as a true business partner to the president/CEO. If coming from the for-profit world, nonprofit board experience preferred.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.
- A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.
- An effective communicator, with strong oral and written skills.

- Strong commitment to developing team members.
- Proven ability to work in a dynamic, fast-paced environment where everyone is expected to balance multiple roles and commitments. Flexibility to adapt to changing priorities and needs of the organization.

Knowledge, Skills, and Abilities

- GAAP as applicable to non-profit associations.
- Working knowledge of Form 990 preparation process.
- Defined benefit and defined contribution plan administration.
- Extensive experience with mid-level computerized accounting system software.
- Proficient in accounting systems analysis, integration and trouble-shooting.
- Strong analytical and communication skills essential.



II. Organizational Overview

About MAPI

MAPI is the premiere network connecting manufacturing leaders with powerful ideas to make smarter business decisions. Our mission is to build strong leadership within manufacturing, and to drive the growth, profitability, and stature of global manufacturers. MAPI accomplishes this mission in two distinct, but related ways — (1) executive education programs and (2) manufacturing-specific business research and insights. MAPI has a staff of over 40 employees and generates \$9.2 million in revenue.

Leadership

Neal Keating, *Chairman*

Stephen Gold, *President and CEO*

Maryanne Roy, *Director of Human Resources*

Rae Ann Johnson, *VP, General Counsel and Secretary*

Cam Mackey, *SVP, Operations & Partnerships*

Location

1600 Wilson Blvd #1100, Arlington, VA 22209

Website

www.mapi.net

III. About Vetted Solutions

Vetted Solutions is a Washington DC based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on senior staff and CEO positions.

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