



Amherst H. Wilder Foundation Search for Vice President, Finance and Administration & CFO

The Organization

Amherst H. Wilder Foundation (“Wilder” and “Foundation”) is a nonprofit organization dedicated to improving lives in greater Saint Paul and beyond through direct service, community building and research. Wilder identifies critical unmet needs and uses its expertise to innovate and promote solutions that work to improve the lives of individuals, families and communities. Wilder Programs provides direct services that build hope and resiliency for children and families including mental health, education, housing, social adjustment, early childhood and aging offerings. Wilder Center for Communities builds community capacity through leadership development programs, community initiatives and collaborations that bring people together to solve complex social challenges. Wilder Research conducts applied and practical research in the field of human services.

Wilder Foundation is an operating foundation with approximately \$50MM annual budget, a balance sheet of \$177,598,000 and 420 employees. Wilder currently operates approximately 40 programs of various sizes that are at different stages: inception, emergent, mature or reinventions. The Foundation continuously examines its services and courageously makes tough decisions in order to focus on where it can have the most unique impact and improve and transform its services to be responsive to the community. Wilder partners with many other organizations from the community and serves as a convener of resources and ideas and as a catalyst for collective action. Wilder will continue to deliver high quality, effective services and advance its strategic plan, guided by the following **four aspirations**:

Children and Families: Children and families will have what they need to achieve their full potential.

Community Services for Aging: Older adults have what they need to maximize the quality of their lives.

Community, Research and Leadership: Residents and leaders are informed and engaged in creating solutions to address vital community issues.

A Great Place to Work: Wilder employees have a satisfying work life and are able to develop and use their strengths and skills in serving the vulnerable people of greater Saint Paul.

The Wilder Foundation has an excellent reputation for identifying and addressing critical issues facing the community. To this end, Wilder’s Board and staff have identified emergent areas of growth, or Strategic Priorities, which include:

- Advance social and economic opportunities
- Improve mental health in the community
- Prevent homelessness by stabilizing families and youth
- Build capacity to reduce health inequities
- Use reliable measures to increase our impact in the community
- Strengthen financial sustainability

For more information about Amherst H. Wilder Foundation please visit: www.wilder.org.

Position Summary

The Vice President, Finance and Administration & CFO is a Corporate Officer who leads the Foundation's corporate financial and administrative functions, and serves as its Chief Financial Officer, providing the highest level of quality consistent with the efficient use of the Organization's financial, technical, physical and human resources. The Vice President develops and implements goals, strategies and policies that result in effective and responsible management of the Foundation.

As a key member of the Executive Team the VP, Finance and Administration will have the overall responsibility to work toward Wilder's four aspirations along with the rest of the senior leadership team and have direct accountability and responsibility for implementing parts of the strategic plan.

Reports to:	President/Chief Executive Officer
Direct Reports:	Director, Human Resources Director, Corporate Compliance Director, Facilities & Information Technology Directors, Business Performance & Financial Analysis Controller Wilder Programs Division Controller Senior Financial Manager, Wilder Research Total team: 40, including additional indirect reports to this position
Other Key Relationships:	Vice President, Wilder Center for Communities Vice President, Programs for Economic Stability & Aging Services Vice President, Programs for Community Mental Health & Wellness Vice President, Advancement Executive Director, Wilder Research Executive Office Amherst H. Wilder Board of Directors
Position Location:	Saint Paul, Minnesota

Key Responsibilities

Strategic Leadership: Set the strategic direction for the Foundation in its financial strategy, financial policy and administrative practice.

- Participate in the development and implementation of the strategic plan, aligning financial and administrative practices, and identifying new financial, business and administrative opportunities.
- Serve as the Chief Financial Officer for the Foundation, supporting the President to provide ongoing financial analysis of planned and actual activities and expenditures for the Foundation annually and also further in the future with the endowment.
- Improve the effectiveness of all human, financial, technology and physical resources of the Foundation through a strong, high-functioning administrative division.
- Design and implement plans of action to ensure the Foundation and the Wilder Resource Management Group (WRMG) are able to achieve annual objectives as approved by the President and the Board of Directors.
- In collaboration with the Human Resources Director, design, develop and oversee the Foundation's Human Resources strategies and policies to ensure effective organizational development practices.
- Partner with Foundation leaders to ensure the strategic development of the annual and long range operating and capital budgets.

- Ensure an information services and technology capability that enables the Organization to perform.
- Provide oversight stewardship and growth of the Foundation's asset base.
- Ensure Foundation risks are identified, monitored, and mitigated and ensure compliance with laws, regulations, the Wills of the Wilder Family & Corporation Bylaws, policies and procedures.
- Approve and oversee strategy and management for contract development, implementation and compliance.

Accounting and Reporting Leadership: Provide leadership and direction for financial accounting and reporting systems and oversight of a system of internal controls and risk management.

- Oversee the capital and operating budget processes, periodic forecasting, billing purposes, financial controls, business processes and operations management of the financial systems that process receipts and payments, and maintain official corporate financial records.
- Manage the Foundation's fiscal and business policies and procedures so that externally mandated requirements are met and meaningful financial information and reporting is provided to operations directors and management.
- Maintain professional and technical knowledge and competency. Review professional publications; participate in professional organizations; attend education seminars, workshops and conferences; establish relevant networks with other community leaders.

Endowment, Pension and Real Estate Leadership: Provide leadership and management of the Foundations assets including capital investment, fixed asset planning and disposition.

- Ensure Foundation debt is managed in a fiscally sound manner and create and oversee effective cash management practices to ensure there is enough cash to cover the Foundation's needs.
- Oversee and coordinate pension and endowment management activities with the outsourced Chief Investment Officer(s).
- Oversee real estate assets and non-operating properties under the stewardship of the Foundation.
- Provide ongoing, appropriate and effective communication regarding fiscal matters relevant to the Foundation.

Board Liaison: Serve as primary liaison to the Board of Directors for assigned committees, specifically the committee chairs of Human Resources, Investment, Audit and Compliance, and Finance Committees to set content and process for committee and board action.

- Develop, coordinate and deliver major strategic board presentations on corporate topics and issues of a strategic nature for decision making in consultation with the President & CEO.
- Provide the Board with accurate information on major Foundation corporate plans and participate in the development of monthly board meetings as needed.
- Serve as the key person for longer-range fundraising and revenue activities that will increase and/or preserve the asset base of the Foundation.

People Development: Recruit, retain and develop key talent and indirectly supervise all WRMG staff to ensure productivity and effectiveness of administrative functions.

- Promote and develop a workplace culture that attracts and retains talented, knowledgeable and engaged staff.
- Foster the professional development and productivity of each staff member toward the achievement of individual, team and organizational goals.
- Lead and effectively communicate the Foundation's strategic direction and organizational goals to WRMG employees.
- Develop organizational partnerships with operating divisions through WRMG.

- Cultivate a “customer service orientation” in all aspects of administration.
- Organize and support WRMG department functionality to maximize effectiveness and efficiency of WRMG services.

Senior Leadership Team: Serve as a key member of the Foundation’s senior leadership team.

- Serve as a key member of the Foundation’s strategic leadership team, working with the President, the Board and other senior leaders on Foundation-wide strategic development initiatives and infrastructure.
- Articulate, model and steward the Organization’s values of innovation, responsiveness and effectiveness.
- Lead courageously during times of challenge or change. Possess personal alignment with the Wilder Foundation mission and demonstrate behaviors that reflect the Foundation’s values.
- Exhibit behavior that reinforces a collaborative, trusting and safe environment in order to attain individual, team and organizational goals. Apply teambuilding and organizational development skills to foster excellence in interactions at all levels of the Organization.
- Demonstrate a leadership style that exemplifies cultural competency, adaptability, principled ethical leadership and personal character.
- Develop professional relationships with peers in other organizations and with civic leaders to promote community awareness of the Foundation and its programs and services. Represent the Foundation by developing contacts and professional relationships with community leaders, business leaders and agency representatives. Serve on community task forces, boards and committees.

Leadership Competencies

The Vice President, Finance and Administration & CFO is expected to demonstrate the following leadership competencies which are built around Wilder’s values of Innovation, Responsiveness and Effectiveness.

- **Champions Strategy and Vision:** Provides strong and collaborative leadership in shaping a clear vision and a sustainable roadmap, especially during times of change. Is responsive, action-oriented and decisive. Takes well-informed risks and communicates challenges and opportunities with credibility and trust.
- **Promotes Innovation and Inspiration:** Is a creative, strategic and visionary thinker and leader. Challenges the status quo. Encourages new ideas and experimentation. Embraces new strategies to improve services while building on what works. Models and communicates a compelling passion for the overall work of the Organization, both internally and externally. Supports and enables the mission-oriented work of the Foundation and models its values.
- **Demonstrates Business Acumen:** Provides capable financial management, analysis and interpretation of the Foundation’s overall financial health and position with stewarding Wilder’s resources. Is able to make business decisions that consider the primary purpose of the Foundation, including trade-offs and choices that impact short-term and longer-term strategies. Proposes budgets and transparently manages outcomes. Ability to articulate a vision and serve as a strategic partner to attract resources.
- **Values and Develops Employees:** Empowers staff to make decisions and take action. Ensures that expectations are clear, supports employees in their pursuit of goals and delegates appropriately. Is committed to and promotes continuous learning and professional development, and challenges employees to achieve their full potential. Celebrates, recognizes and rewards excellence. Sets high standards and holds staff accountable for delivering quality outcomes.
- **Champions Diversity:** Provides leadership for diversity and inclusion. Ensures the sensitive and respectful treatment by and toward all employees, volunteers, donors and clients. Creates and maintains a work climate which is inclusive and bias free. Develops the cultural competence of all employees. Recruits and develops culturally diverse leaders and team members.

Ideal Candidate Profile

The ideal candidate will be an engaging, leader who is proactive, enjoys learning and improvement of business and administrative processes. This individual will be fair, thoughtful and balanced in approach. As a leader, this individual will affirm and encourage staff members and continue to build on a collaborative model in working with all functions within the Foundation.

The following experience and qualities would be exemplified for the ideal candidate:

- **A minimum of twelve years overall experience with progressive leadership responsibility is required.** The preferred candidate will have over four years experience as a Chief Financial Officer or equivalent experience and have proven capacity for strategic planning and execution.
- **Financial acumen** including a strong combination of accounting, financial planning and analysis, budgeting and cash and portfolio management. Demonstrated knowledge and proficiency in financial systems software is valuable. Knowledge of GAAP and financial reporting and regulatory aspects of nonprofit organizations is preferred. Recognition and understanding of the importance of maintaining the integrity and accuracy of financial records and information is critical.
- **Proficiency in investment and asset management** (minimum \$50MM) including treasury, investment portfolio/endowment and/or pension experience or oversight.
- **Administration experience and/or oversight** should include a combination of human resources, information technology and facilities management. Experience overseeing the execution of corporate HIPAA privacy and security policies and Electronic Health Records reporting requirements, division and program level operational procedures, and proficiency in the scoping, implementation and application of technology will be valuable.
- **Multi-sector:** Ideally includes a combination of public, nonprofit/philanthropy and/or healthcare experiences. Experience in the for-profit sector is acceptable if coupled with significant nonprofit board governance responsibilities.
- **Board of Directors:** A demonstrated track record of building strong mutually beneficial relationships with a board of directors and senior management team(s).
- **Organizational development:** Proven planning, fundraising, program and financial management experience with a preference for considerable operations experience in a complex and dynamic organization with strong project management skills. Ability to create a workplace culture that recognizes and demonstrates a commitment to the worth of all individuals and a concern for the well-being, growth and privacy of all clients.
- **People development:** A motivational leader who provides regular coaching and feedback to their team.
- **Effective communication:** Strong interpersonal skills and ability to achieve organizational outcomes through influence; excellent written and verbal presentation skills including the ability to make clear and understandable presentations on complex financial matters.
- **Cultural competence:** Passion, interest and demonstrated organizational and community leadership related to diversity and inclusiveness, racial equity and cultural competence.

A bachelor's degree is required and a Master's in Business or Public Administration and CPA (active or inactive) is strongly preferred. Other relevant certifications (e.g., CFA, CPM) will be favorably viewed. The highest ethical standards are assumed.



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