

This search ended in October, 2007, with the selection of Michael Walsh who worked at the U.S. Agency for International Development for more than 20 years, including senior-level positions at chief acquisition officer and procurement executive deputy director of USAID's office of food for peace, director of the East Africa contracting office in Kenya, and contracting officer in Egypt and Bangladesh.

Job Announcement

Association of PVO Financial Managers Director of Training and Member Services

(Washington, DC)

(May, 2007)

Want to work for a small, friendly, growing organization dedicated to helping international development organizations? Interested in a position where you can shape its role?

Join an exciting organization that is building the financial and management capacity of international development nonprofits through professional development, knowledge sharing, and advocacy.

The Association of PVO Financial Managers (APVOFM) is seeking a director of training and member services, to work in a new office the organization is opening in Washington, DC. This is a great opportunity for an innovative, dynamic, and highly skilled professional with substantial experience in finance and grants management – especially USAID rules and regulations for grants and cooperative agreements.

In the thirty years since its inception, APVOFM has become a leader in providing financial and grants management training and services to the PVO (private voluntary organization) and NGO (non-governmental organization) community. As a key member of the leadership team, the director of training and member services will contribute both organizationally and substantively to the programmatic and strategic priorities of the organization.

APVOFM has retained executive search firm Slesinger Management Services to recruit for this position. Applications will be accepted until this search is completed. (To see if the search is still active, see www.apvofm.org or www.SlesingerManagement.com.)

The Organization

The Association of PVO Financial Managers (APVOFM) is a nonprofit organization whose mission is to strengthen the financial and management capacity of the international development

nonprofit community through sharing knowledge, improving professional skills, and working as an advocate. Its 185 members include CARE, Catholic Relief Services, International HIV/AIDS Alliance, PATH, Oxfam America, Save the Children, and World Wildlife Fund. APVOFM's programs are directed toward staff of those organizations responsible for finance, grants management, compliance, and other issues often related to receiving support from the federal government.

APVOFM has a staff of four in its Westport, Connecticut, headquarters and is opening a DC office that will include a staff of three. The organization is governed by a board of directors made up primarily of senior finance and grants management professionals from its membership. APVOFM's annual budget of slightly over \$1 million comes primarily from registration fees for training programs, the annual meeting, and dues from its organizational members.

For more information about APVOFM, please go to www.APVOFM.org.

The Position and its Principal Responsibilities

Reporting to the executive director, the director of training and member services will be responsible for:

1. Identifying the training needs of NGO partners.
2. Managing APVOFM's training program, including identifying trainers to lead the specific programs.
3. Developing trainers, providing feedback, and setting curriculum in coordination with trainers, topical experts, and NGO partners.
4. Planning the annual meeting.
5. Organizing roundtables and other meetings in the United States and overseas.
6. Identifying and managing other services and programs that APVOFM should offer its members.
7. Evaluating member satisfaction with APVOFM programs and services.
8. Contributing to APVOFM's ongoing development as a key member of a small, dynamic team.
9. Supervising new staff as recruited.

Desired Skills, Experience, and Characteristics

The director of training and member services should be:

1. Knowledgeable, through first-hand experience, with financial and grants management issues relevant to NGOs.
2. Knowledgeable about effective training methods.
3. Capable of conducting training programs.
4. Skilled at assessing and identifying programs that will meet member needs.
5. Skilled with spreadsheet, word processing, and technology in general

6. An excellent communicator, both written and oral.
7. Highly motivated and able to work both independently and as part of a team
8. A person with enough maturity, confidence, and presence to be able to work effectively with both senior- and junior-level finance and grants managers.
9. Deeply interested in international development.
10. Culturally aware and sensitive.
11. Able to travel periodically, including three 2-week trips per year overseas.

Compensation

Salary will be commensurate with experience and qualifications. APVOFM offers a generous benefits package.

To Apply

Please email:

- 1) cover letter that explains why you're interested and qualified,
- 2) resume, and
- 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger at Larry@SlesingerManagement.com
(please include "APVOFM" in subject line; attached files in Microsoft Word or PDF only)

Questions? Contact executive search consultant Larry Slesinger at 301-320-0680 or by email.

(This job announcement can also be found at www.apvofm.org and www.SlesingerManagement.com.)

APVOFM is an Equal Opportunity Employer.