

(This search ended in December, 2004, with the appointment of Michael Geiger, chief financial officer of the Carnegie Endowment for International Peace.)

Job Announcement

German Marshall Fund of the United States Chief Financial Officer

(Posted: October 18, 2004)

The German Marshall Fund of the United States in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as chief financial officer. This is an outstanding opportunity for an individual to be part of GMF's senior management team, overseeing the financial operations of a nonprofit organization that has a budget of \$18 million, an endowment of \$215 million, and a staff of 55 in Washington and five offices in Europe. Applications will be accepted until this search is completed.

The Organization

The German Marshall Fund of the United States (GMF) is an American public policy and grantmaking institution dedicated to promoting greater cooperation and understanding between the United States and Europe. GMF does this by supporting individuals and institutions working on transatlantic issues, by convening leaders to discuss the most pressing transatlantic themes, and by examining ways in which transatlantic cooperation can address a variety of global policy challenges. A 501(c)(3) public charity, GMF makes grants to other organizations; it also raises money from foundations and other donors to carry out its own projects. In 2004, it will draw approximately \$12 million from its endowment and raise another \$6 million from donors in the United States and Europe.

Founded in 1972 through a gift from Germany as a permanent memorial to Marshall Plan assistance, GMF maintains a strong presence on both sides of the Atlantic. In addition to its headquarters in Washington, DC, GMF has offices in Europe in Belgrade, Berlin, Bratislava, Brussels, and Paris. In 2005, it will open an office, in Istanbul.

GMF is governed by a board of directors of 20 people who have distinguished careers in business, government, and academia, and broad experience in transatlantic issues. GMF's president (CEO) is Craig Kennedy, who joined the Fund in 1996. Its vice president is Phillip Henderson, to whom the chief financial officer will report.

For more information about the German Marshall Fund of the United States, please go to www.GMFUS.org.

The Position and its Principal Responsibilities

Reporting directly to the vice president, but also working closely with the president, other members of the senior management team in Washington and Europe, and the board of directors, the chief financial officer's overriding responsibility is to ensure the fiscal health of the organization.

Key responsibilities include:

1. Producing financial reports that are timely, accurate, and understandable for senior management, the board of directors, and donors. Many of these reports will deal with the use of restricted grants whose funds need to be tracked with a high degree of precision.
2. Analyzing processes and systems related to key accounting functions to insure that they are as efficient as possible. At the moment, the CFO has one fulltime accounting assistant; in addition, many accounting functions are being outsourced to an accounting firm.
3. Staffing the board of directors' finance committee, which oversees investing the Fund's endowment (currently worth about \$215 million), and the audit committee. The committees currently meet three times a year.
4. Developing processes to produce creative and effective financial strategies to convert GMF's plans into reality.
5. Leading an organization-wide process to produce an operating budget that reflects the organization's strategic plan.
6. Providing the senior management team and the board of directors with financial projections for the future based on sound models.

Desired Skills and Characteristics

As the person overseeing GMF's financial management, the director of finance should be:

1. Highly knowledgeable about financial accounting within nonprofit organizations that generate revenue from multiple sources, including restricted grants from a variety of donors that have particular reporting and compliance requirements.
2. Sufficiently experienced with investment management to be able to staff the board finance committee and work with GMF's outside investment advisors.
3. A strategic thinker, who is capable of devising sound ways to finance the organization's future. Expertise in modeling and forecasting is highly desirable.
4. Capable of developing, motivating, and supervising a small finance staff (currently one assistant plus the accountant from the outside firm).
5. A superb communicator, orally and in writing, especially in articulating financial and other quantitative data to senior staff and to the board of directors.
6. Adept at using new technology to support the organization's financial management systems.
7. A person with the confidence and presence to be able to work effectively with a business- and finance-oriented board.
8. Knowledgeable about the operations of a nonprofit organization working in multiple countries, and with various currencies.

9. Genuinely interested in the work GMF carries out related to transatlantic issues.
10. Sensitive to the various ways people from different countries and cultures approach their work.
11. Able to travel to GMF's offices in Europe about two times per year.
12. Collegial and open. The chief financial officer must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative, at all levels of the organization.

Desired Experience

The ideal chief financial officer will have:

1. At least seven years of financial management experience. Experience in a nonprofit organization that works internationally is desirable.
2. A CPA license or certificate is desirable, but not required.

Compensation

Salary will be commensurate with experience and qualifications. The German Marshall Fund offers a generous benefits package.

To Apply

Please **e-mail** (or mail): 1) cover letter, 2) resume, 3) e-mail address, and 4) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5016 Westpath Terrace
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: Larry@SlesingerManagement.com

(please include "GMF" in subject line; attached files
in Microsoft Word or PDF only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The German Marshall Fund is an Equal Opportunity Employer.