

*This search ended in November, 2005, with the appointment of Luis Guardia, Senior Director for Media Technologies at the Corporation for Public Broadcasting, where he also served as Director of Budget.*

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## Job Announcement

### **International Center for Research on Women Vice President for Finance and Administration**

(Posted: September, 2005)

The International Center for Research on Women (ICRW) in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as vice president for finance and administration. This is an outstanding opportunity for an individual to be part of a senior management team of a nonprofit organization that has a budget of \$7 million and a staff of 60.

Applications will be accepted until this search is completed; application instructions are at the end of this job announcement.

#### **The Organization**

ICRW is a private, nonprofit organization dedicated to improving the lives of women in poverty, advancing women's equality and human rights, and contributing to broader economic and social well-being. ICRW accomplishes this through research, capacity building, and evidence-based advocacy on issues affecting women's economic, health, and social status in low- and middle-income countries.

Specifically, ICRW:

- Conducts research and provides technical assistance on topics such as poverty reduction, reproductive health and population, violence against women, HIV/AIDS, and nutrition and food security with partners in developing countries; and
- Translates its research into policy and program recommendations, and advocates for these by informing experts, leaders, and policymakers of its findings.

Established in 1976, ICRW has its headquarters in Washington, DC, a field office in New Delhi, India, and project offices in Hyderabad, India and Kampala, Uganda. The organization's revenue, currently \$7 million, comes from grants from foundations, corporations, individuals, and public sector donors in the United States and overseas. ICRW's president (CEO) is Geeta Rao Gupta, who joined the organization in 1988 and became its CEO in 1996.

For more information about ICRW, please go to [www.ICRW.org](http://www.ICRW.org).

#### **The Position and its Principal Responsibilities**

Reporting directly to the president, the vice president for finance and administration's overriding responsibility is to manage and advance the financial systems and planning of the organization so as to contribute to its fiscal health; direct the information technology function; and, oversee its human resources and office management services.

*Slesinger Management Services 301-320-0680 [www.SlesingerManagement.com](http://www.SlesingerManagement.com)*

Key responsibilities include:

1. Producing financial reports that are timely, accurate, and useful 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. Leading an organization-wide process to produce an operating budget that reflects the organization's strategic plan, and is integrated with the accounting system.
3. Analyzing processes and systems related to key accounting functions to ensure appropriate financial controls are in place.
4. Developing processes to produce creative and effective options to implement ICRW's financial strategies, especially as it seeks to increase its funding from a wide variety of foundations, corporations, and individuals.
5. Leading a finance department that includes four other staff.
6. Serving on board of directors' committees responsible for finance and investments.
7. Directing the organization's information technology function that includes one staff member, and providing oversight for the director of human resources and administrative services, who leads a staff of three.
8. Serving as a member of the senior executive team (which includes the president, vice president for programs, and vice president for external relations) and participating in discussions and deliberations to determine the future direction of the organization and its policies and practices.

### **Desired Skills and Characteristics**

As the person overseeing ICRW's finance and administration, the vice president should be:

1. Highly knowledgeable about financial accounting within nonprofit organizations that generate revenue from multiple sources, including restricted grants from private foundations as well as contracts from government agencies, both of which have particular reporting and compliance requirements. Experience with USAID is especially valuable.
2. A strategic thinker with an entrepreneurial spirit, who is capable of devising sound ways to finance the organization's future. Expertise in modeling and forecasting is highly desirable.
3. Adept at using new technology to support the organization's financial management systems. ICRW currently uses Solomon IV to run its accounting system.
4. Knowledgeable about effective information technology and office management for a \$7 million, 60-person organization such as ICRW.
5. Ability to oversee the human resources and administrative services function.
6. Capable of leading and managing staff, including creating a strong team atmosphere among the finance and administrative staff.
7. Committed to creating a strong customer service philosophy among the finance and administrative staff so that program and other staff can carry out their responsibilities with maximum effectiveness.
8. A superb communicator, orally and in writing, especially in articulating financial and other quantitative data to senior staff and to the board of directors.
9. A person with the confidence and presence to be able to work effectively with board members who have significant finance and business experience.
10. Able to oversee financial systems of foreign branch offices and to undertake field visits as needed.
11. Genuinely interested in the work ICRW carries out to improve the social and economic conditions of women in developing countries.

12. Experienced working with people from a wide variety of countries and cultures.
13. Collegial and open. The vice president for finance and administration 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 vice president for finance and administration will have:

1. At least seven years of senior financial management experience. Experience in a nonprofit organization that is financed with multiple restricted grants is essential.
2. A CPA license or certificate, MBA degree, or advanced degree in finance or accounting is desirable.
3. At least five years experience directing information technology. Should also have some experience overseeing human resources and administrative services.

### **Compensation**

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

### **To Apply**

Please **e-mail** (or mail):

- 1) cover letter that explains why you are interested and qualified,
- 2) resume, and
- 3) 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](mailto:Larry@SlesingerManagement.com)

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

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

*ICRW is an Equal Opportunity Employer.*