

(This search ended in March, 2004, with the appointment of Joseph Girardi, who had held a variety of senior-level financial management positions at DuPont, primarily at their world headquarters in Wilmington, Delaware.)

Job Announcement

Whitman-Walker Clinic Chief Financial Officer (Posted: November 10, 2003)

The Whitman-Walker Clinic in Washington, DC, is looking for a seasoned professional to serve as chief financial officer. This is an exceptional opportunity for an individual to be part of the Clinic's senior management team, overseeing the financial management of a nonprofit organization that has an operating budget of \$28 million.

Whitman-Walker Clinic is a non-profit, community-based health organization serving the Washington, D.C. metropolitan region. Established in 1973 and operated since for the gay and lesbian community, the Clinic is comprised of diverse volunteers and staff who provide or facilitate the delivery of high quality, comprehensive, accessible health care and community services. Whitman-Walker Clinic is especially committed to ending the suffering of all those infected and affected by HIV/AIDS. Clinic services include HIV testing and counseling, medical care, a broad range of mental health services, housing for displaced and homeless people with HIV/AIDS, and legal assistance.

Whitman-Walker Clinic is by far the largest organization of its kind in the Washington, DC, area, and is recognized nationally. The Clinic has an operating budget of \$28 million, mostly from government contracts to provide direct services and from grants and contributions from foundations, corporations, and individuals.

The Clinic currently has a staff of 290, which includes health care specialists, attorneys, social workers, and a wide range of other professionals and paraprofessionals. The staff is supplemented by a large corps of volunteers who offer expertise in program areas, as well as management support functions such as fundraising. Clinic headquarters are at the corner of 14th and S Streets Northwest in Washington, DC, a few blocks from Dupont Circle. The Clinic carries out its programs in a number of sites in that neighborhood as well as at three regional sites in Southeast DC; Arlington, Virginia; and Hyattsville, Maryland.

The Clinic is governed by a 41-person board of directors. Its executive director, appointed in 2000, is Cornelius Baker. For more information about Whitman-Walker Clinic, please go to www.wwc.org.

The Position and its Principal Responsibilities

Working in close partnership with the executive director, the managing director for operations, and the medical director, the chief financial officer will be responsible for overseeing the day-to-day operations of the Clinic's 11-person financial services department, which includes accounting, financial analysis, forecasting, and asset management. Reporting directly to the executive director, the chief financial officer's overriding responsibility is to ensure the fiscal health of the organization, which over the next two years will focus on developing strategies to achieve the organization's strategic plan, which was adopted in 2000, and implementing an organization-wide restructuring plan that was launched in late 2003.

Key responsibilities include:

1. Developing creative and effective financial strategies to convert the Clinic's goals into reality.
2. Leading an organization-wide process to produce the annual operating budget that reflects the organization's strategic plan and fiscal realities.
3. Leading a finance department to ensure that monthly and other periodic financial statements are accurate, timely, relevant, understandable, and are effective tools to assist program managers in running their programs.
4. Ensuring that financial controls are adequate and appropriate.
5. Providing the senior management team and the board of directors with cogent analysis of financial reports, including both explaining what happened in the past as well as predicting, based on sound models, what is likely to happen in the future.
6. Ensuring that the Clinic is continuously in compliance with government and other funder accounting regulations, including those that specifically deal with health care financial management.
7. Ensuring that short-term and long-term financial assets are invested properly, taking into consideration the organization's needs for liquidity, safety, and yield on investments.

Desired Skills and Characteristics

As the person overseeing the Clinic's financial services department, the chief financial officer should be:

1. Genuinely interested in the work of Whitman-Walker Clinic and supportive of its mission.
2. A strategic thinker, who knows how to use financial data to analyze both past activity and future plans. Exceptional competence in modeling and forecasting is highly desirable.
3. Using and, when necessary, introducing, sound financial management techniques in a nonprofit organization that must balance the need to think in a business-like manner with a deep commitment to serve people in need.
4. Capable of developing, motivating, and supervising finance staff.
5. A superb communicator, especially of financial and other quantitative data.
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 board members who include people with strong business and financial experience.
8. 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, especially among senior staff.

Desired Experience

The ideal chief financial officer will have the following experience:

1. At least 10 years of financial management experience in a complex organization where annual revenues are at least \$15 million and come from multiple sources such as government contracts, private donations, third-party payments, and user fees. Experience in health care is highly desirable, but not essential. Similarly, experience in a nonprofit organization, especially one that serves vulnerable populations, is desirable, but not essential.
2. A proven track record in financial planning, forecasting, and modeling, including expertise in capital budgeting and acquisition and development of new facilities.
3. An advanced degree in a relevant management field, such as business administration, health care finance, or accounting. A CPA license or certificate is desirable, but not required.

Compensation

Salary will be commensurate with experience and qualifications, and competitive with senior financial management positions at other Washington-based, community-level nonprofit organizations of comparable size.

To Apply

Please **e-mail** (or mail) a: 1) cover letter, 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 (attached files in
 Microsoft Word only)

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

Whitman-Walker Clinic is an Equal Opportunity Employer.