

erikson institute

JOB TITLE: VICE PRESIDENT FOR FINANCE / CHIEF FINANCIAL OFFICER

THE ORGANIZATION

Founded in 1966, Erikson Institute (www.Erikson.edu) is a private, independently accredited institution of higher education that prepares child development professionals for leadership; conducts applied research that puts knowledge to work for children in Chicago and across the nation; and is actively involved as a community partner with schools, child care agencies, health care organizations, advocacy groups, social service providers, and a range of other organizations that work with young children (aged 0 – 8) and families.

Erikson Institute is a dynamic organization. Between 2001 and 2010 revenues expanded from \$7 million to more than \$21 million. Our investment pool, valued at \$25 million in 2004 has grown to \$32 million. In 2008 we moved to the first facility we ever owned, our 75,000 square feet of special-purpose space over four floors was financed with \$32.5 million of tax-exempt bonds.

THE POSITION:

Erikson Institute has a unique opportunity for an experienced, entrepreneurial, and highly-motivated professional. Reporting directly to the president, the Vice President for Finance / Chief Financial Officer will:

- Oversee financial planning and budgeting processes with the President, Board, and staff in order to create timely and accurate reporting of the Institute's current financial situation and future fiscal direction;
- Provide key oversight of all financial activities including implementation of budgetary controls and managing the existing \$20 million budget;
- Participate with the President, Investment Committee, and outside investment managers in the management of the \$32 million endowment;
- Serve as liaison with legal counsel, banking and lending institutions, and auditors;
- Have demonstrated leadership in the planning, analysis, management, implementation, and administration of all fiscal activities at a similar organization;
- Manage a staff of four.

THE CANDIDATE:

We seek a proven, hands-on financial leader who has a strong nonprofit track record of fiscal integrity and management skills. S/he should demonstrate a balance between management acumen and creative thinking as well as the ability to assess and maintain policies and procedures that will support the growth of a financially healthy organization. The successful candidate will excel in financial planning, forecasting, cost analysis, and the judgment to determine the best courses of action and will:

- Demonstrate prior success managing and strengthening fiscal operations in higher education or in a related nonprofit institution;

- Provide strategic guidance to the President, Board, faculty, and staff resulting in an organizational understanding of the Institute's financial operations in support of academic and student services;
- Oversee effective day-to-day management of the Institute's financial operations including the development of sound annual and capital budget projections and the judicious monitoring of budgets and resources, realistically reported to the President, Board, and staff;
- Identify ways to improve the communication of the Institute's financial picture to the President, Board, and in particular the Finance, Audit, and Investments committees as well as senior staff, faculty, and other appropriate stakeholders interested in the financial health of the Institute;
- Have a strong background in managing the finances of an academic institution (highly desirable);
- Hold a graduate degree in Accounting, Finance or Business Management, and/or CPA (required). S/he will be familiar with financial software systems, with a preference for knowledge of Blackbaud and Microsoft Office.

ABOUT ERIKSON

Erikson Institute (www.Erikson.edu) is a private, independently accredited institution of higher education that prepares child development professionals for leadership; conducts applied research that puts knowledge to work for children in Chicago and across the nation; and is actively involved as a community partner with schools, child care agencies, health care organizations, advocacy groups, social service providers, and a range of other organizations that work with young children (aged 0 – 8) and families. Founded in 1966, the Institute is a catalyst for discovery and change, continually bringing the newest scientific knowledge and theories of child development and learning into its classrooms and out to the community so that professionals serving children and families are informed, inspired, and responsive. Known for its progressive academic programs, commitment to diversity, accomplished faculty, and dedication to its students as well as the community at large, Erikson Institute has built a reputation for quality that has earned it a place alongside some of the most prestigious colleges and universities in the country.

Erikson Institute is proud to be an Equal Opportunity Employer. We consider all applicants for employment without regard to race, color, religion, sex, national origin, ancestry, age, disability, citizenship, marital or parental status, sexual orientation including gender identity, military discharge status, physical or mental disability unrelated to your ability to perform the essential functions of your job, or any other characteristic protected by law. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

TO APPLY:

This search is being managed by David Wilson, Chief HR Officer of Erikson Institute. Interested candidates should submit by email only a current resume and a cover letter directly addressing the position to dwilson@erikson.edu For more information, please see <http://www.erikson.edu>.