

**The Arc Central Chesapeake Region
Position Announcement
Vice President of Finance**

[Scion Executive Search](#) has been retained to identify the incoming Vice President of Finance on behalf of our client, The Arc Central Chesapeake Region (The Arc), a nonprofit dedicated to serving children and adults with intellectual and developmental disabilities (IDD) throughout Anne Arundel County and Maryland's Eastern Shore. The Arc's mission is to support people with IDD to live the lives they choose by creating opportunities, promoting respect and equity, and providing access to services.

Reporting to the President & CEO, this full-time, exempt opportunity is for immediate hire and is based in Linthicum, Maryland. This position may require occasional night/weekend meetings or events.

ABOUT THE ARC CENTRAL CHESAPEAKE REGION:

The Arc began in 1961, founded by a group of parents who wanted equity, access, and opportunity for their children. At our core, The Arc believes that people with IDD deserve the same opportunities for self-determination and self-advocacy as any other community member. Our commitment to equity and access has led us to build services that people with IDD tell us they need to live the life of their choosing.

Responding to that need, The Arc has grown to support more than 3,000 people with IDD and their families throughout Maryland, providing comprehensive programs and services that support the full spectrum of a person's life, from birth through retirement, and all the joys and opportunities in between. All our programs and services are designed to empower and support people with IDD and provide greater self-determination in how they live, work, and connect with their communities.

The Arc's **Core Values** are evident in all aspects of our programs and services. These values are:

- We embrace individuality - We see the whole person, celebrate our differences, and offer the people we serve, and our team, opportunities tailored to them.
- We are heart-driven - Every interaction matters to us; we go the extra mile to care for the people we serve and our team.
- We take strategic risks - Fueled by the urgency of our mission, we continually push for better and more innovative approaches.
- We are action-oriented - We are creative, resourceful, and have a "get it done" approach to overcoming challenges.

- We promote equity and respect - We value the different identities and experiences of the people and communities we work with, and we build respectful relationships to meet them where they are.

The Arc partnered with employees from across the organization and within the community to develop value statements (above) that reflect who we are as an organization and how we approach our work.

What's unique about The Arc is our focus on innovation, commitment to community-based services, and tremendous growth. The Arc is an entrepreneurial organization, and strongly values innovation informed by community needs. It is the driving force behind the growth of The Arc and the development of new programs, services, and subsidiaries throughout our history.

About The Arc's subsidiaries:

The Arc's work providing quality, safe, affordable housing for people with IDD led The Arc to understand the greater community's need for affordable and accessible housing. Recognizing this need for affordable housing throughout Maryland, The Arc founded Chesapeake Neighbors in 2007 as a nonprofit subsidiary dedicated to the development and management of affordable housing for all. Today, Chesapeake Neighbors owns and operates 70 units throughout Maryland.

Additionally, in 2021, The Arc founded Chesapeake Community Development, a Community Development Corporation (CDC), to serve as our acquisition and development arm. Under this model, Chesapeake Community Development purchases properties and stewards projects through development, while Chesapeake Neighbors provides ongoing leasing, management, and maintenance services throughout the life of the property.

For more information about The Arc, see www.thearcccr.org. For more information about Chesapeake Neighbors, see www.chesapeakeneighbors.org.

ABOUT LINTHICUM, MARYLAND:

Situated in the northern part of Anne Arundel County, Maryland, Linthicum is home to a wide variety of industries and a thriving community of friendly, close-knit residents. It is a delightfully temperate locale offering scenic hiking trails, picturesque waterways, and a thriving visual and performing arts scene. Just a short distance from BWI Airport, Linthicum is also home to the BWI Business District, an area boasting a variety of restaurant, retail, and lodging options.

POSITION OVERVIEW:

The Vice President of Finance (VP) is a key partner and a trusted advisor to the President & CEO on all financial operations and strategic growth initiatives of The Arc and its related organizations. The VP will direct all aspects of general accounting, payroll, accounts payable, revenue

management, and treasury services for The Arc and its subsidiaries. This role will work cooperatively with the executive leadership team and division/department heads to meet operational and strategic goals. The VP will manage bank and finance relationships and be a liaison with the Board Finance committee. The VP is a member of the executive leadership team.

KEY RESPONSIBILITIES:

Essential Functions

- Execute financial strategies to fulfill the mission of The Arc.
 - Partner with the President & CEO on operations and growth initiatives; provide strategic recommendations to the President & CEO and Chief Program Officer based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
 - Provide financial oversight for the FMCS contract; support the Chief Program Officer and Senior Director of Self-Directed Initiatives in the growth of this service model.
 - Engage members of the Executive Leadership Team and the Leadership Counsel to facilitate cross-division/department collaboration to ensure that all financial solutions support The Arc's strategy and operational goals.
 - With the President & CEO, engage and inform the Board Finance committee on the financial health of The Arc and its subsidiaries as well as financial issues, trends, and changes that affect short- and long-term operations.
- Oversee The Arc's financial management.
 - Manage an inclusive budget process across The Arc and its subsidiaries.
 - Through mentorship and coaching, support the Finance team to manage the day-to-day finance operations.
 - Ensure that the Finance Division maintains financial record systems according to Generally Accepted Accounting Principles (GAAP) and monitor the use of all funds aligned to approved policies.
 - Manage the timely preparation of financial reporting materials and metrics for funders, Executive Leadership, subsidiary leadership, and the Board of Directors; prepare and communicate monthly and annual financial statements.
 - Oversee the preparation and filing of all local, state, and federal tax returns.
 - Manage cash flow and forecasting; ensure The Arc maintains required financial ratios and its Liquidity policy.
 - Monitor banking and investment activities of the organization; maintain relationships and strategic alliances with banking partners, vendors, and other key finance partners.

- In partnership with the VP of People & Culture, manage all self-insured benefits (including workers' compensation and employee health insurance); provide support to evaluate and negotiate Total Rewards (employee benefits).
 - Provide leadership to ensure financial policies, procedures, and practices align with The Arc's business strategy and culture; recommend improvements to the systems in place.
- Develop a diverse, nimble, and skilled Finance team.
 - Manage and coach the Managers of Accounting, Payroll/AP, and Revenue as well as the Financial Analyst.
 - Enhance the culture of support that the Finance team provides across The Arc and its subsidiaries.

Other Functions

- Serve as the executive liaison for the Board Finance Committee and Chesapeake Neighbors board; support the Board of Directors (The Arc and Chesapeake Neighbors), executive leadership, and other employee/board relationship managers to increase communication and collaboration.
- Conduct research and prepare speeches, presentations, and talking points for the President & CEO on finance-related topics.
- Support business planning and special projects.
- Perform other duties as assigned.

QUALIFICATIONS:

- BS in finance or related field; MBA or master's degree in a related field and/or CPA or CMA preferred.
- 5 years of broad professional financial leadership experience (managing accounting, budgeting, and financial reporting), ideally in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to the chief executive required.
- Experience with Medicaid funding and complex billing experience at a large scale is strongly preferred.
- Strong analytical skills and experience interpreting a strategic vision into an operational, financial model.
- A collaborative and flexible style, with a strong service mentality; must be a team player who is committed to lifelong learning.
- Skilled in examining, developing, reengineering, and recommending financial and administrative policies and procedures.
- Ability to work autonomously in ambiguous situations with little direction, running toward problems without being asked; solutions-oriented.

- Demonstrated and proven ability to build relationships affecting organizational change, including in situations where there is an indirect management relationship.
- Ability to remain flexible, calm under pressure, and adaptive to change as priorities shift, being a model and resource for employees at all levels of the organization.
- Excellent oral and written communication; strong interpersonal skills with the ability to manage positive communication under challenging situations and the ability to provide candid/constructive feedback.
- Proficiency in MS Word, Excel, Outlook, and financial/accounting systems.

COMPENSATION AND BENEFITS:

In addition to a competitive base salary of \$190,000, The Arc also provides a comprehensive benefits package which includes a vehicle allowance, access to robust health, vision, and dental insurance; EAP; FSA; Basic Life Insurance and AD&D coverage; STD and LTD; 403(b) with up to 4% employer match; unlimited PTO, as well as 12 paid annual holidays per year.

APPLICATIONS AND NOMINATIONS:

The Arc has retained the services of Scion Executive, a national executive search firm specializing in nonprofit recruitment, to assist in conducting this important search. For immediate consideration, please apply with your resume and cover letter, formatted in Microsoft Word, via: <https://scionexecutivesearch.com/job/11035>.

Please address applications to:
Elizabeth Crimmins, *Director of Executive Recruitment*
Kristi Marcouillier, *Senior Associate*
Scion Executive Search
(888) 487-8850

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

ABOUT OUR FIRM:

[Scion Executive Search](#) is an award-winning retained executive search firm. Our track record and recruitment process have made us one of the top recruitment firms in the United States. Through innovative team building and recruitment solutions, Scion Executive Search seamlessly bridges the gap in interim and executive searches. Our track record and recruitment process have made us one of the top recruitment firms in the nation.

We are proud to be part of the **Forbes** lists of the Best Recruitment Firms *and* the Best Executive Search Firms in America. Additionally, Scion has been recognized as a **ClearlyRated** Best of



Staffing firm as well as a top recruitment firm by **The Business Times**. Additional information about our firm and our practices can be found [online](#).

Scion Executive Search is an equal opportunity employer and service provider and does not discriminate based on race, religion, gender, gender identity, national origin, citizenship status, sexual orientation, disability, political affiliation, or any other protected class. We are committed to the principles of Equal Opportunity Employment and are dedicated to making employment decisions based on merit and value, for ourselves, our client companies, and the candidates we represent.

For opportunities located in a region that has enacted fair chance, arrest, or conviction-based employment ordinances, Scion Executive Search proactively follows the enacted guidance and considers for employment all qualified applications with arrest and conviction records. We engage in socially conscious business practices and believe that diverse, equitable, inclusive, and non-biased talent and recruitment processes are foundational to the success of Scion as well as every client organization with whom we partner.