



Position brief for the role of Chief Financial & Administrative Officer Melwood

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Opportunity Overview

Melwood seeks a dynamic, experienced professional to be the next Chief Financial & Administrative Officer. A strategic partner to the CEO and a key member of the executive team, the CFAO will be instrumental in helping to take the organization to new levels of growth and service to its customers.

The leadership team at Melwood has a working relationship that is deeply grounded in mutual trust and respect, which fosters open communication, commitment to both the mission and the efficiency of the business, and innovative thinking balanced with practicality.

The CFAO will participate in regular revisions of and updates to the strategic vision, and risk management and mitigation for the organization. S/he will become a key leader in the execution of that strategy by effectively planning, developing capabilities, evaluating current finance and accounting policies, processes, and procedures, and, where necessary, further strengthening the team and interdepartmental communication to deliver greater efficiencies and capabilities to allow the overall organization to meet its current commitments and ambitious future plans. S/he will also work with the Board of Directors and appropriate committees, as well as other stakeholders in the organization to ensure that effective financial and operational controls are in place to support current business needs and future growth.

The successful candidate must be experienced in financial management, extensive federal contracts management, and accounting methods that will reflect the nature of activities among nonprofit organizations. Additionally, s/he will need to have a passion for talent attraction and development, an appreciation for continuous improvement, and a strong belief in the mission of the organization.



About Melwood

Melwood has provided jobs, opportunities, services, and experiences for people with disabilities for over 50 years.

In 1963 a small group of parents and community supporters decided to teach plant care to young adults who were considered by most to be untrainable and unemployable. Their goal was: jobs for people with disabilities.

Melwood supports children, youth, and adults with disabilities to work and play where and how they choose. They provide employment, job training, life skills improvement, supportive and recreational services to more than 2,000 people with disabilities each year.

Melwood is one of the largest employers of people with disabilities in the Eastern Region of the United States, providing more than 750 dedicated workers with disabilities a good job and direct supports.

Melwood operates as a contractor providing a range of services, such as Call Center Services, Total Facility Management, Custodial, Document Conversion, Warehousing/Packaging, Landscaping, Recycling, and Sub-Contracting.

Melwood provides services to a wide range of clients in the private sector and state and local governments, and the federal government. Melwood also serves as an advocacy and thought leader on disability employment and the federal U.S. AbilityOne Program.



Melwood's Vision: A world that fully includes people with disabilities.

Melwood's Mission: Melwood advocates for and empowers individuals with disabilities to transform their own lives through unique opportunities to work and play in the community

To learn more about the organization, visit melwood.org



The Position

Reporting to the CEO, the CFAO is a key member of the executive team and is responsible for the full oversight and management of Melwood's financial, contract administration, legal, and risk functions. Direct reports currently include:

- Vice President, Finance/Controller
- Vice President, Contract Administration & Procurement
- Vice President, Corporate Counsel
- Vice President, Risk Management & Safety

Duties & Responsibilities

- Oversee the preparation of and present financial reports to the Executive Team, Board of Directors, Finance Committee, Audit Committee, and ad hoc Committees on a monthly, quarterly and/or annual basis.
- Provide strategic direction on short-term and long-term financial planning and forecasting.
- Monitor financial reporting and compliance on all grants/contracts received from the public sector, foundations, corporations, and private donors.
- Report on financial results and conditions through oversight and analytical review of financial statements.
- Lead annual budget development and reforecast process.
- Ensure proper internal controls and maintain the accuracy of information regarding the financial condition of the organization.
- Enhance, implement, and enforce policies and procedures of the organization through systems that will improve the organization's overall operation.
- Ensure compliance with federal, state, and local legal requirements by being informed on existing and new legislation, reviewing financial reports, and advising on actions and potential risks.
- Ensuring that legal risks to the organization are monitored and managed.
- Monitor the operation of finance and accounting software packages and tools.
- Monitoring and managing accounts receivable ageing and collections.
- Manage KPI performance and analytics reporting as required by operation and Balanced Scorecard requirements.
- Develop and manage Corporate Development activities to include financial modeling with respect to the formation of partnerships, joint ventures, mergers, and acquisitions.
- Oversee the work of Contract Administration & Procurement to develop the basis of costs for all federal contracts, including the computation of indirect and overhead rates and monitoring these rates throughout the year.
- Ensure compliance with Federal Acquisition Regulations (FAR), compliance with DCAA, and relevant OMB Circulars.
- Evaluate and make recommendations on Melwood's business operations.
- Manage the Investment Policy to ensure proper safeguarding of invested assets while maximizing returns on investments.
- Manage annual financial statement audit, state fee, and attendance audits, and maintain relationships with outside auditors.



The Candidate

Competencies & Areas of Expertise

- Thorough knowledge of and experience in managing government (federal, state, and local) contracts, compliance, and reporting.
- Experience with modern ERP systems. Melwood will have just implemented a new system. Getting that system working as designed and implementing enhancements will be critical.
- A proven track record of managing and leading the full complement of financial responsibilities.
- Experience overseeing cost allocation and cost accounting systems to understand the cost principles relevant to nonprofit organizations contracting with the federal government.
- Experience managing due diligence and subsequent integration of mergers and/or acquisitions.
- Experience in a senior financial management role, partnering with executive staff, resulting in developing and implementing creative financial management strategies and innovations in diversifying service offerings.
- Hands-on leadership style manifested as a “player/coach” approach sometimes and a “guiding hand” at other times.
- Strategic mindset and proven ability to envision successful outcomes and develop innovative and creative ideas, but also the ability to develop and execute the plans that lead to positive outcomes.

Location & Remuneration

The CFAO will be based at Melwood’s headquarters campus in Upper Marlboro, MD. A competitive salary and benefits package will be offered to attract serious candidates.

Essential Qualifications & Characteristics

The successful candidate will demonstrate a track record of excellent judgment and decision-making skills in closely scrutinized complex, results-oriented environments. Vision, a continuous improvement philosophy, success stories of the development of subordinates, and a stellar internal and external customer service mentality will be hallmarks of this person’s career leading up to this role. Traits that will define the successful candidate include:

- At least 15 years of relevant senior financial management experience in not-for-profit and/or government contracting.
- Strong written and oral communications skills.
- Strong leadership presence.
- Flexibility and patience balanced with a bias for precision and a sense of urgency.
- Enthusiasm and energy.
- High IQ and EQ.
- A balance of confidence and humility.
- The ability to plan for, and then navigate multiple, sometimes divergent contingencies.

Education Qualification

- An M.B.A., Masters in Accounting, Finance or Business is required.
- Current active designation as a CPA is also preferred.



How to Apply

Interested parties, please submit a comprehensive CV along with a cover letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include the names and addresses of three references. References will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is by email at: Cristiana.Betiu@odgersberndtson.com.

Contact Details

For a conversation in confidence, please contact:

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About Odgers Berndtson



Odgers Berndtson is a leading global executive search firm, assisting private and public sector organizations find the highest caliber people for senior management appointments across North America and internationally.

Our reputation at the top of the executive search profession is over 50 years old. With offices in over 60 cities worldwide, our experienced executive search specialists operate with absolute discretion, integrity, and care, and are expert in finding exceptional individuals for challenging roles.





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