



HEAD OF FINANCE AND OPERATIONS

GENERAL DETAILS

Date: February 1, 2024

Position Title: Head of Finance & Operations

Department: Finance & Operations

Reports to: Chief Operating Officer

POSITION SUMMARY

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization championing the benefits of engineered cell therapies and genetic medicines for patients, healthcare systems, and society. As the global voice of the sector, we represent more than 400 members across 25 countries, including emerging and established biotechnology companies, academic and medical research institutions, and patient organizations.

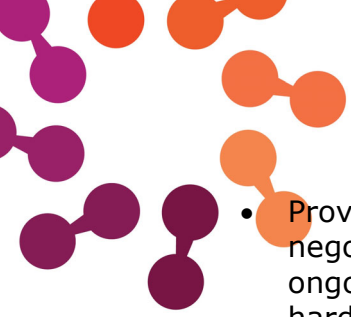
ARM is seeking a strategic and process-minded leader to support ARM's mission and vision through fiscal and operational growth strategies. This individual will report directly to the COO and be responsible for the timely planning, development, implementation, and evaluation of ARM's accounting and controller functions. The Head of Finance and Operations will communicate the financial position of ARM, including assets, liabilities, and restricted and nonrestricted net assets, and the results of ARM operations. The Head of Finance & Operations will supervise the work of both internal and external financial and IT support staff to ensure timely and accurate completion of monthly financial reports, the annual financial statement audit, IRS Form 990, foreign statutory required filings, and periodic consolidated financial reporting.

The Head of Finance & Operations will be critical in developing and implementing proper internal controls while supporting business objectives and the strategic plan. This person will provide the leadership to create a culture of continuous process improvement throughout the financial and operations functions and all related activities. They also will be a strong partner with functional leaders within ARM, understanding their business needs and objectives and ensuring the finance function enables both functional and overall organizational success.



JOB DUTIES

- Manage or execute all financial operations, including revenue, expenses, cash flow, tax, insurance, payroll and benefits, financial reports, and analyses, and ensure compliance, integrity, and cost-effectiveness.
- Lead the annual budgeting process, including projecting yearly revenue for the organization, partnering with function heads, and providing guidance to cross-functional staff on revenue and expense status and management.
- Lead engagement with ARM' external auditors, tax preparers, investment portfolio manager, and ARM's contract comptroller.
- Prepare executive-level internal financial statements including quarterly financial reviews for the organization, high-level analysis, trends, and other reporting, and preparation of board/committee reports. This includes ensuring that monthly financial statements are accurate, resolving variances (e.g., overspending or funding deficits), and preparing financial projections.
- Serve as the primary resource to the COO on all financial and operational matters. Serve as a proxy for the COO for strategic projects and Board initiatives.
- Serve as primary liaison with the ARM Treasurer and Finance Committees of the Board of Directors
- Serve as a member of the ARM leadership team and as a finance business partner to the ARM Leadership team. Participate in cross-departmental meetings, serve as an in-house consultant on financial and operational matters, anticipate potential issues, and collaborate with key stakeholders to improve the efficiency and scalability of ARM's operations.
- Manage risk and ensure compliance with relevant policies, laws, regulations, and standards through contract review, securing and maintaining appropriate insurance coverage, and maintaining internal controls.
- Develop ARM policies and procedures: Oversee the development of financial policies and benefits, including, but not limited to, Expense Reimbursement and Corporate Card usage policies.
- Work collaboratively with the VP of Marketing, Events, and Membership team to ensure financial integration and alignment with business plans and priorities.

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- Provide facility & IT management, including lessor relations, lease negotiations, planning renovations, and managing all contracts. Manage the ongoing IT and Communication needs of ARM staff, including software, hardware, and connectivity, as well as contact management and financial software and services.
 - Partner/Lead certain long range planning activities in support of the multiyear strategic planning process
 - Partner with Human Resources in key areas
 - Draft, review, and monitor contracts, MOUs, and other agreements.
 - Other duties as assigned.

QUALIFICATIONS

- 12 + years' experience in financial management & operations in a multi-site, international environment, including leadership experience.
- Established expertise in Generally Accepted Accounting Principles (GAAP)
- Excellent oral and written communication skills and demonstrated ability to drive process improvements.
- Experience creating financial reports and reporting packages using MS Excel and establishing standards for ensuring quality. Strong software skills: QuickBooks, Microsoft Office, G Suite, and IMIS or other Association Management System/CRM system expertise
- Proven planning and organizational skills; detail orientation with the ability to communicate at an executive level and prioritize work appropriately.
- A proved ability to succeed in a small entrepreneurial environment with high performance expectations
- Interest in a small, growth environment with high expectations
- Track record of managing a small team and building a positive culture in growing organization
- Self-starter, self-aware, collaborative, flexible, positive, resilient, and proactive
- Results-oriented with a high level of integrity and discretion in handling confidential information



PREFERRED SKILLS

- Master's Degree and nonprofit finance expertise preferred.
- Sound understanding of computer systems (hardware/software), networks, and experience in choosing and implementing IT solutions.
- Familiarity with Human Resources, especially the areas of benefits administration and compliance
- Experience in Multicurrency/International environment

APPLICATION PROCESS

Please submit your resume to **recruiting@alliancerm.org**