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Executive Search



Vice President of Finance and Operations

Client Overview

The [National Asphalt Pavement Association \(NAPA\)](#), soon to be based in Greenbelt, MD, is seeking a Vice President of Finance and Operations. Currently, NAPA is located in Lanham, MD, however the organization recently sold its building and will move to Greenbelt in the summer of 2019. Partnering with the President & CEO in this relocation will be part of the new VP's responsibilities. S/he will lead the buildout of a new and inspiring office space that demonstrates the future of NAPA and will serve NAPA for years to come. Efficiently closing out NAPA's old headquarters will also be required.

NAPA, founded in 1955, has nearly 1,200 members consisting of both companies and individuals. The organization's revenue budget is in the \$10 million range and has a staff of 25. NAPA has recently installed Abila MIP accounting software and is also implementing a new membership database system.

NAPA is the only trade association that exclusively represents the interests of the asphalt pavement material producer and paving contractor on the national level with Congress, government agencies, and other national trade and business organizations. NAPA supports an active research program designed to answer questions about environmental issues and to improve the quality of asphalt pavements and paving techniques used in the construction of roads, streets, highways, parking lots,

airports, and environmental and recreational facilities. The Association provides technical, educational, and marketing materials and information to its members, and supplies technical information to users and specifiers of paving materials.

For more information, please visit www.asphaltpavement.org.

Vice President of Finance and Operations

As a member of the Executive leadership team, the Vice President of Finance & Operations is responsible for the day-to-day management of the operational and financial affairs of the Association and the related Research and Education Foundation (NAPAREF). The VP is a senior financial and operations executive requiring extensive knowledge of association finance, accounting, and budgeting, investments, legal and tax compliance for nonprofits 501(c)(3) and 501 (c)(6), payroll and benefits administration, human resources, IT management, and overall operational functions.

The Vice President is a critical strategic partner for the incoming President & CEO, supporting her vision and priority development for the organization. The Vice President must be ready to support and champion change and growth. S/he will recruit, mentor, and motivate his/her team as well as the NAPA staff at large. The Vice President must be a seasoned and process-minded leader who has a natural ability to inspire others.

Essential Duties and Responsibilities

Operations

- Optimize NAPA's operations to encourage staff efficiency, drive internal productivity, and best serve the NAPA membership.
- Oversee IT and technology-related initiatives, network and hardware maintenance, and ongoing technology support.
- Oversee the operations of NAPAREF's scholarship program, the Emergency Benevolent Fund, professor training program, and the NCAT building fund.

Finance

- Oversee financial planning, budgeting, expense and revenue management, cash flow, investment priorities, and financial reporting to ensure the short- and long-term fiscal health of NAPA and NAPAREF.
- Develop and implement efficiencies to optimize NAPA's financial operations.
- Provide the CEO, governing bodies, and other key members of the senior management team with reporting that accurately and transparently represents the organizations' financial health.
- Evaluate and analyze long-term financial planning that ensure the organizations are adequately resourced.

- Ensure proper financial management and compliance as it relates to contracts and government grants.
- Lead the NAPA and NAPAREF financial audits annually. Implement proper internal controls to meet compliance requirements and fulfill accounting standards.

Human Resources

- Direct and manage NAPA’s hiring and staffing actions; oversee confidential and accurate management of personnel files.
- Counsel the President & CEO and other executives on best practices and serve as the organization’s Human Resources contact.
- Process payroll and serve as the organization’s administrator for NAPA’s 401(k) plan.
- Manage benefits and analyze benefit offerings to ensure NAPA is providing employees with a quality benefits package, and at a reasonable cost to the organization and our employees.
- Serve as a leader within the organization to encourage high performance standards and to build morale and a positive corporate culture at NAPA.
- Oversee a team of three to four direct reports. Foster a healthy team rapport, encourage collaboration, and reward success and dedication.

Requisite Qualifications, Characteristics, and Experience

- Minimum of 10 years in finance and operations leadership roles in a trade association environment (501(c)(6)) and/or foundations (501(c)(3)).
- Demonstrated successful nonprofit financial management experience. Must also have direct experience in human resources management.
- Hands-on operational management experience at an association; experience leading an office relocation and buildout process is a plus.
- Sophisticated level of business and operational acumen. Proven success in balancing organizational priorities with budgetary realities. Resourcefulness and creativity are key attributes.
- Proven track record of success leading a multi-disciplinary team, the ability and willingness to take charge of situations when necessary and demonstrated sound judgement as both a thought-partner and decision-maker.
- Experience developing the talent and culture of an organization to meet current and future needs.
- Exceptional written, oral, and interpersonal skills.
- Extensive knowledge of the Microsoft Suite, Office 365, and other commonly used software required. Knowledge of Abila MIP would be an asset.
- BS/BA is required; an MBA, MPP, MPA, or similar degree is preferred.

Compensation

A competitive compensation package will be offered to attract an outstanding candidate.

To apply, please send a cover letter and current résumé (Microsoft Word® format preferred) to napa@smartinsearch.com. A well-written cover letter, outlining how your experience fits the requirements of the position, will be an important factor in considering your candidacy.

NAPA is an equal opportunity / affirmative action employer committed to inclusion and cultural diversity in the workplace. Employment selection and related decisions are made without regard to sex, race, color, age, disability, religion, national origin, sexual preference, genetic information or any other protected class.

For more information, contact:

Sterling Martin Associates

1025 Connecticut Avenue | Suite 1000
Washington, DC 20036

David S. Martin | Managing Partner

napa@smartinsearch.com
202-257-1627

Katherine Carter | Senior Executive Recruiter

napa@smartinsearch.com
201-214-5256