

## **Job Announcement**

### **Worldwide Responsible Accredited Production (WRAP)**

#### **Vice President of Administration**

(hybrid: two to three days per week  
at Arlington, Virginia headquarters)

Posted: April 2024

WRAP, whose mission is to promote safe, lawful, humane, and ethical manufacturing around the world through a comprehensive audit and certification program, has retained Slesinger Management Services to recruit a seasoned leader and manager with demonstrated skills in planning and process management, along with experience in IT, financial management, and human resources, to serve as vice president of administration.

This is an outstanding opportunity for an individual to be part of the senior team of a mission-driven, 24-year-old, entrepreneurial, nonprofit organization that in 2024 will have a budget of \$5 million and a staff of 30, split between the headquarters in Arlington, Virginia, and various countries around the world.

Applications will be accepted until this search is completed. To see if the search is still active, please see [www.SlesingerManagement.com](http://www.SlesingerManagement.com).

#### **The Organization**

WRAP works with buyers and their factories around the world that make clothes, shoes, luggage, and other consumer goods to protect workers by ensuring factories comply with applicable laws and international standards. WRAP's training, audit, and certification processes support the long-term success of their businesses. A WRAP certification affirms that a factory consistently abides by applicable laws and international standards. WRAP's independent, third-party approach promotes accountability, transparency, and objectivity throughout the process. Currently, there are more than three million workers employed in 3,500 WRAP-certified facilities around the world.

A nonprofit, WRAP generates all of its revenue from income-producing activities related to the audit and certification process. WRAP does not accept funding from governments, it does not seek donations from private sources, and it does not have members. Instead, WRAP operates like an entrepreneurial business that must prove its value to customers, in this case buyers and their suppliers around the world that seek a WRAP certification to demonstrate corporate social responsibility.

In 2024, WRAP anticipates revenue of about \$5 million. It has a staff of 30, with 12 people working out of the Arlington, Virginia, headquarters, and the rest based in China, Vietnam, India, Bangladesh, and several other countries.

For more information about WRAP, please go to <https://wrapcompliance.org/en/>

## **The Position and its Principal Responsibilities**

Reporting directly to WRAP president and CEO Avedis Seferian, who joined WRAP 20 years ago and has been CEO since 2012, the vice president of administration's primary responsibilities are to oversee internal administrative operations, including financial management, human resources, information technology, and legal compliance, as well as the administrative component of the factory inspections and audits. This person will also be part of WRAP's three-person senior management team, along with the CEO and the senior vice president of stakeholder engagement.

Key responsibilities include:

1. Providing direction and leadership for key internal functions including financial management, human resources, and IT systems for an organization with staff and operations around the world.
2. Overseeing the administrative component of the factory audit and certification process, focusing on ways to make the processes more effective and efficient.
3. Assisting with the implementation and management of the organization's strategic and operations plans.
4. Managing fiduciary aspects of the organization, including compliance with state, federal, and international requirements.
5. Serving as part of WRAP's three-person senior management team.

## **Desired Skills and Characteristics**

The vice president of administration should be:

1. Knowledgeable in the key areas to be supervised, including systems planning, internal operations, accounting, information technology, legal compliance, and human resources.
2. A superb communicator, orally and in writing, including presenting and explaining a range of materials – from policies and procedures to financial data – to staff and board members.
3. A person with the confidence and presence to be able to work effectively with a board of directors whose members include senior leaders from industry, academia, and the nonprofit sectors. (This VP does not report to the board, but will participate at board meetings.)
4. Knowledgeable about the best ways to use technology to make organizational systems operate as efficiently and effectively as possible.
5. Comfortable working in a small organization whose staff come from many different countries around the world.
6. Supportive of the mission of WRAP. Knowledge and experience with corporate social responsibility, social compliance programs, international human rights organizations, or consumer goods supply chains is desirable, but not required.

## **Compensation**

The anticipated salary will be \$140,000 to \$160,000. Compensation will also include a bonus (subject to the board's discretion and based on individual and organizational performance; in recent years, it has been about 10% of salary) and a benefits package that includes:

- 100% paid health coverage (including dental and vision) for the employee AND dependents.
- A 3% employer contribution to a 403(b) retirement plan (that does not require an employee match).
- Comprehensive paid time-off benefits, with five weeks of vacation (including the week from Christmas to New Year's Day, when the office is closed).

### **To Apply**

Please e-mail:

- 1) cover letter that explains why you are interested and qualified, and
- 2) resume

to search consultant Larry Slesinger, Founder and CEO of Slesinger Management Services, at [Larry@SlesingerManagement.com](mailto:Larry@SlesingerManagement.com). **Please include "WRAP" in subject line.**

Questions: Contact Larry Slesinger by email.

*WRAP is an equal opportunity employer.*