OPEN POSITION: Vice President of Finance at the Memphis Medical District Collaborative (MMDC)

Are you naturally an analytical problem solver that likes to work with numbers, facts and all types of data? Do you focus on executing with accuracy? Do you finish what you start? Are you a creature of habit that likes to plan your work with a to-do list and time blocking? Are you an altruistic team player? Do you have a natural curiosity for learning and expanding your knowledge? Are you passionate about making Memphis better? If so, the Memphis Medical District Collaborative (MMDC) is hiring for a new Vice President of Finance.

We are seeking a senior-level executive to manage all aspects of the compliance and financial operations for our growing not-for-profit, community development organization. The VP of Finance will work closely with the President to maximize our community impact by ensuring we manage our resources in the most beneficial way to support a more vibrant, prosperous and equitable Medical District. Additionally, the VP of Finance will provide accounting, budgetary, financial and data analysis support for organization programs and activities.

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<tr>
<th>Title</th>
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<tr>
<td>Reports To</td>
<td>President, Memphis Medical District Collaborative</td>
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| Experience and Education  | • Master’s in Business, Accounting or Finance preferred  
• Previous work experience in managing financial operations for nonprofits, municipal, or other related entities preferred  
• 10+ years related job experience  
• CPA, CMFO, or CNAP a plus |
| Starting Salary           | $100,000 commensurate with experience |
| Key Benefits              | • Hybrid work schedule |
• Generous insurance
• 20 Days per calendar year of paid leave
• At least 10 office closing days for public holidays
• 401(k) employer match
• Technology package and phone reimbursement

Organization Background
Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, collective spend of $1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District, and make it a preferred destination to work, live, learn and visit.

MMDC Program Portfolios
MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Quality Public Realm – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas and enhanced mobility options.
2. Clean and Safe Streets – District Ambassador program; Coordination of safety efforts, hospitality assistance and environmental and cleanliness improvements.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage and a growing career field.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed income places.
Essential Duties and Responsibilities:

- Serve on Senior Leadership team and help make strategic decisions on behalf of the organization
- Actively manage day-to-day financial operations
- Develop budgets for the organization as a whole, individual program areas, and new/proposedexpanded services
- Prepare, analyze and present monthly and quarterly financial reports to board of directors and leadership
- Oversee all program financial reporting required from funding sources
- Manage payroll, accounts receivable and accounts payable functions with assistance from Executive Assistant/Office Manager
- Oversee the organization’s banking and treasury activities and actively manage cash flow
- Manage the negotiation and execution of organization contracts with funding sources, vendors and collaborative service providers
- Review efficiency/effectiveness of internal financial policies/procedures and employee benefits program
- Serve as the organization’s primary liaison with its Independent Auditor to ensure the annual audit is completed smoothly and in a timely manner
- Perform financial and data analysis, and assist with the development of RFPs as needed
- Partner with Executive Assistant/Office Manager on HR and IT needs
- Ensure organization remains compliant with all federal and state reporting requirements
- Contribute to continuous improvement of the organization’s reporting processes
- Provide additional capacity for other duties and special projects as they arise, especially as it relates to fundraising opportunities

Knowledge/Skills/Abilities

- Ability to work independently and maintain high levels of accuracy
- Strong accounting/finance background; data analysis a plus
- Analytical mindset with strong attention to details
- Ability to collect and analyze data and prepare reports
- Excellent communication skills and a proven relationship- and team-builder
- Experience in a managerial role managing budgets of at least $2M
- Is comfortable managing several different types of projects simultaneously
- Self-motivated, passionate and positive leader
- Strong strategic thinker at both the macro and micro level
- Collaborates and openly shares information with team and stakeholders
- Wants to grow with a group of people working to make Memphis and the Medical District a more vibrant, prosperous and equitable place

Submittal
If you are interested in applying, please submit your resume, cover letter and complete a brief survey at https://go.cultureindex.com/s/eTliXHhPrS. Applications will be evaluated on a rolling basis so please submit as soon as possible. In your cover letter, let us know why you are interested in this type of work and specifically, how your past experiences in finance, accounting and/or management make you an ideal candidate for our growing not-for-profit, community development organization.

NO PHONE CALLS. For more information: www.mdcollaborative.org.