

The American Parkinson Disease Association (APDA) is currently seeking a Vice President of Finance to join their growing organization. The Vice President of Finance is a key member of the senior leadership team, responsible for driving financial planning and analysis, operational excellence, and organizational sustainability. This role provides strategic counsel to the President/CEO and Board of Directors, oversees all financial and administrative functions, and ensures alignment with the organization's mission and long-term goals.

## **ABOUT APDA**

The American Parkinson Disease Association (APDA) is a nationwide grassroots network dedicated to fighting Parkinson's disease (PD) and works tirelessly to help the approximately one million with PD in the United States live life to the fullest in the face of this chronic, neurological disorder. Founded in 1961, APDA has raised and invested more than \$313 million to provide outstanding patient services and educational programs, elevate public awareness about the disease, and support research designed to unlock the mysteries of PD and ultimately put an end to this disease.

## **OUR CORE VALUES**

- **COMMITMENT:** Compassionately provide high quality service and support.
- **RESPECT:** Foster a diverse, equitable, inclusive, and accessible culture.
- **COLLABORATION:** Establish meaningful relationships to build strong, supportive communities.
- **INTEGRITY:** Act ethically with honesty, transparency, and accuracy.
- **ACCOUNTABILITY:** Responsibly steward our actions, outcomes, and resources.

## **KEY RESPONSIBILITIES**

- Advise the President/CEO and senior leadership on financial planning, budgeting, and investment priorities.
- Serve as liaison to the Board of Directors and Audit Committee, presenting critical financial matters.
- Contribute to the development and execution of APDA's strategic goals.
- Maintain open communication with the President/CEO on key issues.
- Represent APDA externally in financial negotiations and partnerships.

## **Financial & Accounting Oversight**

- Oversee accounting systems and ensure compliance with regulatory standards.
- Manage financial reporting, audits, and variance analysis.
- Track and optimize investment performance.
- Forecast cash flow and evaluate program financial efficiency.
- Ensure grant expenditures align with program budgets and reporting requirements.
- Oversee HR-related financial procedures, including payroll and benefits administration.
- Manage the organization's employee benefits program.

## **Operations Management**

- Upgrade and implement financial policies, internal controls, and accounting procedures.
- Lead the annual budgeting process and ensure alignment with strategic plans.
- Provide regular performance updates to the Board.
- Develop internal reporting capabilities and provide analytical support to management.
- Enhance operational services including treasury, payroll, grants, and procurement.

## **SKILLS AND ATTRIBUTES**

- Provides clear direction, sets priorities, and delegates effectively to ensure organizational goals are met.
- Aligns team objectives with APDA's strategic vision and fosters a culture of accountability and development.
- Builds strong relationships with internal and external stakeholders including colleagues, volunteers, donors, and vendors.
- Demonstrates empathy, cultural sensitivity, and a genuine commitment to APDA's mission and the communities it serves.
- Efficiently manages time and resources, balancing multiple priorities while maintaining high standards.
- Exercises sound judgment and initiative, especially in ambiguous or high-pressure situations.
- Maintains focus on outcomes, delivering high-quality work with urgency and attention to detail.
- Embraces change and innovation, supporting organizational transformation and resilience.
- Acts with integrity and professionalism inspire trust through open communication and follow-through.
- Navigates objections and negotiates effectively to build consensus and achieve win-win outcomes.

## **QUALIFICATIONS:**

- 8-10 years of relevant experience, preferably in a multi-site non-profit organization
- BA in Accounting, CPA or MBA preferred.
- 10+ years of progressive financial leadership, ideally in a nonprofit or mission-driven setting
- Expertise in financial planning, budgeting, investments, and compliance
- Experience working with Boards, Audit Committees, and external auditors.
- Strong knowledge of grants management and nonprofit accounting standards
- Skilled in financial systems, (NetSuite preferred)
- Strategic thinker with strong analytical and leadership skills
- Excellent communicator, especially with executive teams and boards
- High integrity, collaborative mindset, and mission-driven focus

## **SALARY AND BENEFITS:**

- Starting Salary Range: \$165,000 to \$175,000. Annual salary based on background and experience.
- American Parkinson Disease Association also provides an attractive benefits package that includes medical, dental and vision insurance, retirement plan, and generous paid time off in addition to standard holidays.

Have we described a role that you have been seeking, along with a set of skills you possess? If so, we'd like to hear from you!

**Please forward your cover letter and resume to: [michelle\\_kolev@ajg.com](mailto:michelle_kolev@ajg.com)**

*American Parkinson Disease Association (APDA) provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetics. APDA complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. APDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of APDA's employees to perform their job duties may result in discipline up to and including discharge. APDA will provide reasonable accommodation for qualified individuals with disabilities.*