Logo, company name

Description automatically generated

**BroadView Talent Partners**

**Position Description**

For the Role of

**Vice President Finance**

**Logo

Description automatically generated with medium confidence**

**August/September/October 2021**

Broadview Talent Partners | 120 Northwood Rd. 2nd Fl. | Fairfield, CT 06825 | 203.651.5300

# POSITION DESCRIPTION

## **Title:** Vice President Finance

## **Organization:** Linc Housing

## **Reports to:** CFO or CEO in lieu of CFO

## **Direct Reports**: Corporate Controller, FP & A Manager, Real Estate Assistant Controller & Senior Development Associate

## **Employee Count:** 71

## **Location:** Long Beach, CA

## **Website:** https://www.linchousing.org/

## THE ORGANIZATION

*Since 1984, Linc Housing has built a strong track record of creating communities for thousands of families and seniors throughout California. We're committed to building and preserving housing that is affordable, environmentally sustainable, and a catalyst for community improvement. Linc works hard to address the homelessness crisis by building supportive housing and addressing the affordable housing needs of our state's diverse population. Through our resident services, we're also providing life-enhancing programs that improve the quality of life for those who live in our communities.*

## WHAT WE DO

Linc approaches affordable housing in a multi-faceted way by implementing the following strategies:

* Build new affordable housing
* Preserve existing affordable housing
* Develop and retrofit for sustainability
* Provide supportive services
* Advocate for strong affordable housing policy

**Linc By The Numbers**

**$1B**

**ASSETS UNDER MANAGEMENT**

**$750M**

**REAL ESTATE  
UNDER DEVELOPMENT**

**8,500+**

**UNITS DEVELOPED**

**1,500+**

**UNITS IN DEVELOPMENT**

# Position Summary:

POSITION SUMMARY

Linc Housing seeks to hire a Vice President of Finance (VP Finance) with a proven track record of leading and managing finance teams within our dynamic, multi-entity, growth-stage organization with multiple revenue streams. The selected individual will be a doer as much as a manager and is expected to lead the team of 8 - 10 members, and the core finance functions of financial planning & analysis, financial operations, and financial control & audit. The VP Finance will work as a thought partner to the CEO, COO and Senior Leadership Team and develop the strategy and financial architecture of this fast-growing and scaling organization.

 The VP Finance will oversee all of Linc's financial, accounting, operational and information technology activity, including, but not limited to, ensuring systems for financial controls and regulatory compliance; overseeing accounting, tax and financial reporting functions; sharing in oversight of real estate financing, government contracts and overseeing corporate and partnership structuring; overseeing budgeting and financial and real estate asset management; overseeing treasury and cash flow and financing activity; maintaining relationships with financial partners; providing leadership in planning and policy development; overseeing financial information systems and administration; overseeing risk management; and sharing in the oversight of appropriate legal matters position oversees implementation of financial systems and supports new efforts to improve financial performance of the organization.

JOB FUNCTIONS:

1. **Management** – **Build and retain a unified, cohesive, and high-performing team.**

* Provide effective leadership by fostering a culture of employee engagement and service excellence
* Direct personnel actions including recruiting, interviewing and selection of new staff, new hire actions, training, developing, and performance evaluations
* Set quality, performance standards, and expectations for the team and ensure operational goals are clearly communicated and measured.
* Ensure retention and succession plans are in place to maximize the strength and stability of the workforce and sufficient staff capacity to meet the growth needs of Linc Housing
* Provide mentoring and clear developmental opportunities to leaders and/or staff
* Role model behaviors congruent with the organization’s mission and values

1. **Operations – Create and implement systems and processes for oversight, risk management, and operational efficiencies.**

* Assume a leadership role in collaborating and partnering with other departments and the community
* Create, implement, and continually review policies, procedures, compliance, and risk management guidelines, considering industry standards and best practices
* Create annual goals and budget for the department, reviewing progress reports, Board materials, and other critical project reports
* Ensure effective coordination, support, and collaboration with other departments to accomplish Linc’s overall goals, including but not limited to project completion, on-time and within budget

1. **Strategic Leadership** – **Serve as an integral member of Linc’s senior team.**

* Work in concert with other members of Linc’s senior team to provide and implement departmental and organizational strategy for Linc Housing
* Help shape, influence, and build a culture of innovation, disciplined decision-making, teamwork, shared leadership at all levels, and direct and productive conversations

Provide vision, strategy, and materials/collateral support for expanding partnerships and financial resources for housing development activity, corporate growth, and resident programs

* Have a deep commitment to Linc Housing’s mission and core values: improving the lives of its residents and creating and sustaining a cooperative and collaborative corporate culture

1. **Advocacy and Outreach – Represent Linc Housing externally and be an advocate on behalf of the organization's needs, goals, and mission.**

* Liaise with national/regional housing development services organizations to research trends, build relationships for business partnerships, and to support policy development
* Cultivate relationships with external partners and have the presence and confidence to work with high-level stakeholders, find common ground, which advances Linc's mission and interests, and create genuine respect and rapport
* Represent Linc Housing at industry, community, and corporate functions

REQUIRED KNOWLEDGE, SKILLS & ABILITIES: (“MUST HAVES”):

* MBA with at least 7-10 years of progressively responsible real estate, affordable housing and/or property management financial leadership and management experience; non-profit sector experience preferred
* Working knowledge of affordable housing finance; experience with programs such as low income housing tax credits (LIHTC) and HUD financing
* Demonstrated management and leadership skills and the ability to motivate and hold staff accountable, make well-reasoned decisions as part of the Executive and Senior Leadership Teams and in the best interests of the organization
* Proven track record of combining macro strategy, policy and planning perspective with attention to details, controls and other micro concerns; strong real estate risk management and mitigation capabilities a definite plus
* Superior communication (oral and written), presentation, influencing, negotiation, interpersonal and relationship management skills; proactively communicates with the CEO, COO, Senior Leadership Team and Board of Directors as appropriate
* Proficient working knowledge of information technology, financial systems, MS Excel and related software applications for accounting and financial management; knowledge of Yardi software a definite plus

OTHER DESIRED SKILLS AND ABILITIES:

* Ability to think strategically with a visionary focus on future growth   
  and stability
* Strong analytical/problem solving skills, including process analysis   
  and improvement
* Strong ethical decision-making skills
* Proven leadership skills that are collaborative in setting a clear direction and supportive environment to ensure that goals and objectives are met while inspiring outstanding performance
* Complex problem-solving skills using a high level of creativity and ingenuity to drive the agency’s operations while understanding and advising on the varying degrees of risk
* Skill in effective listening, communication and presentation skills where all messages from and to diverse audiences can be heard and/or articulated in layman terms that inspire a high level of confidence

MEASURES OF FIRST YEAR SUCCESS:

* Establish positive working relationship with Operations Committee, CEO, COO, and peers - taking over Ops Committee financial reporting and meetings/including financial presentation at Board meetings.
* Complete assessment and recommendation for accounting systems particularly with an eye toward corporation preparing its own consolidated financial statements
* Review all Financial processes and controls with recommendations and changes to ensure a safe financial environment for the Corporation - ensuring documentation is in place and matches practices

EDUCATION & EXPERIENCE:

A combination of education and related experience may substitute for   
education requirements:

* MBA in Accounting, Business, Finance or related field, CPA preferred **and**
* 7 or more years’ experience in Real Estate accounting or Finance

COMPENSATION:

Linc Housing offers a competitive salary commensurate with experience, as well as excellent benefits and perks including but not limited to:

* **Health**
* **Dental**
* **Life, Short and Long-Term Disability Insurance**
* **403(b) Retirement Plan**
* **Generous paid time off program**



***Long Beach lives in the shadow of Los Angeles, literally and physically. The southernmost part of the metro L.A. area, Long Beach shares a border with California’s biggest city—but with Hollywood to the north and Disneyland to the east, it’s often overlooked in favor of more star-filled destinations. A visit to southern California that doesn’t include a stop in Long Beach, though, would miss out on a city filled with one-of-a-kind waterfront attractions, excellent food and public art all around—but without the crowds and sprawl of its more famous neighbor.***

Candidate Inquiries

Linc Housing has retained BroadView Talent Partners to lead this search.   
“***Interested and Qualified***” candidates should contact:

Mr. Tracy McMillan

CEO & Managing Partner

BroadView Talent Partners

(484) 994-9270

[tracymac@broadviewtalent.com](mailto:tracymac@broadviewtalent.com)

About BroadView Talent Partners

Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.