

**BroadView Talent Partners**

**Position Description**

For the Role of

**VP Financial Planning & Analysis**



**November/December/January 2021**

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

# POSITION DESCRIPTION

## **Title:** VP Financial Planning & Analysis

## **Organization:** Housing Partnership Network

## **Reports to:** Executive Vice-President, Chief Financial Officer

## **Direct Reports:** One (TBD)

## **Location:** Boston, MA

## **Website:** https://housingpartnership.net/

## THE ORGANIZATION

Housing Partnership Network (HPN) is an award-winning membership network of 100 of the nation’s leading affordable housing and community development nonprofits. Through practitioner-driven peer exchange, policy and innovation, the Housing Partnership Network’s mission is to leverage the individual strengths and mobilize the collective power of our member organizations. Our vision is that all people live in vibrant and inclusive communities where access to affordable homes creates opportunity and economic mobility. We firmly believe everyone deserves to live in a vibrant community where housing fosters dignity, opportunity, and well-being.

Since our founding in 1992, HPN has collectively served over 12.8 million people; developed, rehabilitated, or preserved about 470,000 affordable homes; and launched 14 successful social enterprises. Our work has been recognized with honors including the MacArthur Award for Creative & Effective Institutions and Wells Fargo NEXT Award for Opportunity Finance. Learn more at www.housingpartnership.net.

Our Commitment to Diversity and Equity

HPN is committed to creating a diverse and equitable environment and is proud to be an equal opportunity employer. HPN recruits, employs, trains, compensates, and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status and other protected status. We believe that the more inclusive we are, the better our work will be. We aspire to build a diverse team, one that better reflects the people and communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

We Value

***Collaboration***- We are a true network. We believe in the power and benefits of broad engagement, empowerment and collaboration.

***Connection***- We actively build relationships that connect people, ideas, and organizations to forge new paths for improving communities.

*Racial Equity -* We are committed to diversity, equity and inclusion at HPN, and helping members advance initiatives that dismantle long-standing systemic racial biases and discrimination to achieve economic and social justice.

***Inclusion***- We recognize our power comes from the collective and cooperative nature of our work, based on an environment that is inclusive of diverse experiences, backgrounds and perspectives.

***Respec****t* - We are open, honest, and respectful in all of our interactions which strengthens our relationships, our mission, our work with colleagues and members, and ultimately the lives of the people we all serve.

***Transformation***- We work with our members to transform our industry by creating systemic solutions to help people who live in our communities to thrive.

POSITION SUMMARY

The VP Financial Planning and Analysis will work closely with the CFO on financial planning and analysis by providing analytical reporting and financial modeling support for the non-profit and its social enterprises. This includes budgeting and forecasting, variance analysis, creating dashboards and managerial reporting, and reporting on key operating metrics. The incumbent will also contribute to enterprise risk management and asset management for HPN, its consolidated affiliates and social enterprises. Reporting to the Executive Vice- President and CFO, the incumbent will assist the CFO and executive leadership team in developing insightful financial analyses to assist in HPN’s and its affiliates’ strategic decision making.

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

* 5 to 10 years of experience in finance, accounting or financial planning and analysis
* Strong financial modeling skills and experience in forecasting and business analysis
* Experience in managerial reporting, grants management and cost allocation methods
* Knowledge of and experience with investment and valuation methodologies
* Strong interest in affordable housing and community development.
* Exposure to a variety of business model for non-profit and for-profit entities
* Experience in building financial models to support business start-up, acquisitions, capital calls, and divestitures

OTHER DESIRED SKILLS AND ABILITIES:

* Strong accounting knowledge, including non-profit accounting
* Familiarity with balance sheet management and interest rate derivatives would be a plus
* Exposure to social impact investments
* Highly collaborative and ability to communicate complex analyses in a clear manner
* Ability to learn quickly and master a variety of complex business models
* Ability to contribute to strategic decision making while leveraging financial analysis
* Ability to work within unstructured fast paced environment
* Desire to work in a manner consistent with HPN values
* Knowledge of Sage Intacct and Workday Adaptive Planning desirable
* CFA, CMA, CPA or other certifications helpful
* Position based in Boston, but remote work will be considered
* Some travel may be required
* New employees need to be either (1) fully vaccinated for COVID-19 or (2) granted an exemption prior to beginning work at HPN

ESSENTIAL DUTIES & RESPONSIBILITIES

* Work with the CFO, business unit leaders, enterprise presidents and other business line owners to conduct financial plans and analyses to support strategic business decisions
* Implement periodic financial forecasts of business unit and social enterprise performance
* Develop dashboards to track business financial performance, identify trends and act as strategic partner to business unit leaders
* Develop and maintain financials plan and business model for HPN and selected enterprises
* Partner with CFO to implement and coordinate HPN Enterprise Risk and Asset Management activities including preparation for Board Investment and Asset Management Committee meetings
* Work with HPN innovations team to develop financial analyses for new innovation
* Lead monthly budget variance meetings with selected business units
* Develop management and board reporting on HPN and enterprise financial performance
* Act as finance team liaison for selected enterprises or major business units
* Develop profitability analyses for key initiatives and strategies
* Oversee work of Director of Financial Planning and Analysis

COMPENSATION:

Housing Partnership Network 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**

Candidate Inquiries

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

Melania DaSilva Deaver

Vice President, Senior Associate

office 203.651.8300

melania@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.