

JustinBradley's client, an international nonprofit is looking to add a Managing Director, Finance and Administration to their team. Corus International is a parent company of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. Corus International is a global leader in international development, with 150 years of combined experience across their brands. The nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Corus International's more than 600 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus, they believe that good only grows stronger and they reflect that belief in their workplace culture. Corus values every employee's specialized area of expertise and nurture professional growth. They promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because their subsidiaries often function as partners, their employees have the opportunity to work across their enterprise family.

The **Managing Director of Finance & Administration (MDFA)** will provide strategic leadership and day-to-day management of core financial planning, financial analysis, and administrative functions at Corus International. Reporting to the Chief Financial & Administrative Officer (CFAO), the MDFA will play a pivotal role in ensuring sound financial management, operational excellence, and administrative efficiency in support of Corus' global mission.

The MDFA will oversee key finance functions including financial planning & analysis (FP&A), budgeting, forecasting, financial reporting (excluding accounting operations), and business process improvement. Additionally, the MDFA will provide leadership over critical administrative functions, including information technology (IT), office operations and procurement. The MDFA will work in close collaboration with the Global Controller, who leads the Controllershship and accounting functions.

The MDFA will lead and develop a team of high-performing professionals, fostering a culture of collaboration, accountability, and service orientation. This leader will partner closely with programmatic, fundraising, and operational teams across the organization to ensure that financial and administrative systems, processes, and policies enable Corus to achieve its strategic goals effectively and efficiently.

This position requires a hands-on, proactive leader with strong problem-solving skills, a track record of leading change, and a deep commitment to operational excellence in a dynamic, global nonprofit organization.

The MDFA will bring a strong blend of strategic thinking and operational execution, with proven experience in financial management and administrative leadership in complex, mission-driven organizations, ideally in an international context.

#### **Highlighted Responsibilities:**

##### **Financial Strategy, Planning & Reporting Leadership**

- Lead financial planning, budgeting, forecasting, and financial analysis functions, providing insightful, data-driven decision support to organizational leadership.
- Drive financial strategy and business modeling in partnership with the CFAO, supporting sustainable growth and mission-aligned resource allocation.
- Oversee financial reporting functions (exclusive of general ledger accounting), ensuring the provision of timely, accurate, and relevant financial information to internal and external stakeholders.
- Lead enterprise-wide administrative functions, including information technology (IT), office operations, and procurement.
- Collaborate with the Global Controller to ensure seamless integration of budgeting, reporting, and accounting processes.
- Develop and enhance financial and administrative policies, procedures, and systems to improve operational efficiency, risk management, and compliance.

- Foster effective partnerships with operational leaders and country offices to strengthen internal capacity and promote best practices in financial and administrative management.
- Manage external relationships with vendors, consultants, and service providers related to financial systems, IT infrastructure, and administrative services.
- Provide leadership, mentorship, and professional development to a team of financial planning, administrative, and operations professionals.

### **Systems Leadership and Transformation**

- Serve as the primary business owner and internal champion for the financial systems transformation, ensuring alignment with organizational strategy, operational needs, and best practices in nonprofit financial management.
- Drive process improvements, standardization, and automation opportunities throughout the organization to increase efficiency and business intelligence across the organization.
- Lead the successful implementation of a new integrated Finance & Accounting solution, including oversight of project planning, system selection, configuration, and organizational change management.

### **Supervisory**

- This role will supervise a team of Finance & Administration professionals

### **A well-qualified candidate will possess the following:**

#### **Education and Experience:**

- Bachelor's degree with a minimum of 12 years' related experience, or the equivalent combination of education and/or experience.
- Strong experience leading budgeting, financial planning and analysis (FP&A), and financial reporting functions in a mid-to-large nonprofit or international NGO.
- Demonstrated success in overseeing administrative functions, including IT, procurement, and office operations.
- Experience working with ERP systems and financial reporting tools, with the ability to drive improvements in systems and processes.

#### **Knowledge, Skills and Abilities:**

- Familiarity with US Government and other bilateral/multilateral funding environments, with a working knowledge of compliance requirements in grant-funded organizations.
- Collaborative leadership style with a commitment to cross-functional teamwork and a service orientation.
- Strong management skills with a track record of developing, motivating, and retaining diverse teams of professionals.
- Excellent communication skills, with the ability to present complex financial information clearly to non-financial audiences.
- High integrity and commitment to the mission, values, and principles of Corus International.

### **Additional Notes:**

#### **Physical and Mental Requirements:**

- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

### **Other Duties:**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

**Working Conditions, Travel and Environment:**

- Corus has a hybrid work policy, allowing work to be done remotely; two days per week (Tuesday and Wednesday) in the office are required. The employee must be available to work outside normal office hours or weekends as required.
- This position must be able to travel as required for standard domestic business purposes.

**As a member of the Corus Family, each employee is expected to:**

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

**Justin Bradley is an EO employer – Veterans/Disabled and other protected categories**