The Organization

Founded in 1948 in Minneapolis, the American Academy of Neurology (AAN) is the world's largest association of neurologists and neuroscience professionals with more than 36,000 members and nearly 200 employees. The AAN is dedicated to promoting the highest quality patient-centered neurologic care. A neurologist is a doctor with specialized training in diagnosing, treating, and managing disorders of the brain and nervous system such as Alzheimer's disease, stroke, migraine, multiple sclerosis, concussion, Parkinson's disease, and epilepsy. The AAN strives to be indispensable to its members by:

- Developing clinical practice guidelines to assist members and the public in clinical decision-making related to the prevention, treatment, and prognosis of neurologic disorders
- Advocating on behalf of members, their patients, and the profession of neurology to ensure that patients have access to high-quality care
- Providing unparalleled continuing medical education and training resources for members, including the AAN Annual Meeting, where physicians from around the world come to teach, learn, and share the latest scientific research
- Publishing *Neurology*®, the leading clinical neurology journal worldwide, published in print 48 times per year, and other publications, including *Brain & Life*®, a free bimonthly magazine for neurology patients, their families, and caregivers
- Supporting and promoting neurologic research, including clinical research training fellowships, awards, and scholarships

Every facet of AAN's business and operations is guided by its values:

- **Community**: We work together as neurology professionals and Academy staff to accomplish the mission and vision of the Academy and to share our common experience and expertise in belonging to and serving the neurology community.
- **Leadership**: We guide, inspire, and empower members, patients, and other stakeholders to make a positive difference in their own lives and the lives of others in the neurology community, and to contribute to the Academy mission.
- **Integrity**: We set and maintain the highest ethical standards for ourselves and our programs, products, and services.
- **Professionalism**: We work collaboratively as a committed team to share our expertise and use informed decision-making in service of others to improve the quality of neurological care.
- **Respect**: We embrace the dignity and uniqueness of every person, being sensitive and empathetic to the needs of others.
- **Diversity and Equity**: We commit to building and sustaining an inclusive organization that respects and values the diversity of our membership, our staff, and the communities we serve, and promotes equity in professional advancement and compensation.
The American Academy of Neurology (AAN) is the parent 501c6 organization that operates the American Academy of Neurology Institute (AANI), a 501c3 research, education, and events subsidiary. Annual revenues in 2020 are approximately $64MM (38% from royalties and publishing of eight publications, 25% from conferences and education, 16% from membership dues, 15% from grants and gifts, and 6% from other sources including business support services for the American Brain Foundation (ABF), the Child Neurology Foundation (CNF), and the United Council of Neurologic Subspecialties (UCNS).

The AAN’s beautiful, energy-efficient headquarters in Minneapolis, Minnesota, is located in the vibrant Mill District, just steps from a variety of transportation, leisure, dining, and entertainment options. The AAN also operates a six-person public policy office in Washington, D.C. For more information about the AAN, please visit: www.aan.com.

Position Summary

Today, the AAN is planning for the retirement of its long-tenured CFO. This is an excellent opportunity for a new CFO to play a key role in charting the AAN’s future, building on a strong legacy and elevating the AAN’s performance and impact.

This person will be a key member of the executive team, providing strategic leadership and direction for the fiscal management and business development for the AAN and AANI as well as the ABF, CNF, and UCNS. Responsibilities include annual budget preparation, cash management, internal controls, tax compliance, financial review and reporting as well as business innovation and facilities.

Reports to: Chief Executive Officer, Mary E. Post, MBA, CAE
Direct Reports: Associate Director of Finance
Accountant
Business Manager
Director of Facilities
Executive Assistant
Total Team: 15
Executive Team Peers:  
- Deputy Executive Director of AANI/Center for Education, Science, and Conferences  
- Deputy Executive Director of AAN/Technology, Publications, & Health Policy  
- Chief Governance & Strategy Officer  
- General Counsel  
- Chief Human Resources and Diversity Officer  
- Chief Communications & Membership Officer  

Other Key Relationships:  
- Boards of Directors for AAN, AANI, ABF, CNF, and UCNS  
- Association Members  
- Major Funders  
- External Advisors  

Position Location:  
Minneapolis, Minnesota  
*Up to 10% national travel and light international travel anticipated.*

Key Responsibilities

**Strategic Leadership**

- Contribute to development of AAN's strategic goals and objectives as well as overall management of the organization.  
- Provide strategic financial analysis and thoughtful counsel and recommendations to the CEO, members of the executive team, and boards of directors.  
- Provide strategic leadership in development and implementation of sound accounting policies and performance measurements for the organization.  
- Work closely with the executive team to identify general organizational needs and develop programs, policies, or guidelines to address and support those needs.  
- Serve as a lead on business continuity planning.  
- Provide assistance and guidance to the CEO in monitoring and facilitating the organization development and change processes of the AAN.  
- Establish and develop relations with external partners and stakeholders.  
- Lead business innovation strategy, philosophy, and methodology in alignment with organizational strategy.  
- Direct the assessment of new products, services, and programs that diversify the AAN's revenue sources and capitalize on the AAN's core competencies.

**Team Leadership**

- Provide leadership, direction, and management of the finance and accounting team including the selection, training, performance management, and compensation administration.  
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.  
- Establish and monitor the staff performance, development of goals, assignment of accountabilities, setting of objectives, and establishment of priorities.  
- Ensure workload is allocated properly and adequate cross-training is implemented and maintained for all critical functions.

**Accounting, Audit, and Financial Operations**
• Ensure continuous improvement of the organization’s financial operating systems, including strategic and effective use of technology to improve financial processes.
• Oversee the preparation of all financial reporting in accordance with GAAP (Generally Accepted Accounting Principles) and AAN policy.
• Manage the annual audit process.
• Provide financial oversight and related finance services for related non-profit entities.

Financial Planning and Analysis and Reporting
• Provide strategic leadership and guidance for annual budgeting process ensuring alignment to the strategic plan and counsel on any adjustments.
• Ensure continual evaluation of the business model, developing robust budgeting scenarios and contingencies while seeking opportunities to generate or use resources to move the organization forward toward the achievement of its goals.
• Develop cash flow projections and reporting mechanism to meet operating needs.
• Develop strategies and plans for key projects and initiatives.
• Facilitate accurate and timely delivery of special financial information requests.

Treasury and Investments
• Manage treasury functions including cash management and banking relationships.
• Optimize banking relationships and initiate appropriate strategies to enhance cash positions.
• Manage investment portfolios for the AAN, AANI, ABF, CNF, and UCNS in coordination with external advisors.

Governance
• Serve as primary finance liaison to AAN and AANI Board of Directors and staff the Audit, Finance, and Investment Committees as well as other committees as needed.
• Offer financial education to committee members as needed.
• Effectively support and collaboratively work with committee chairs and members to develop annual committee work plans, meeting topics, agenda and provide appropriate leadership as needed.
• Ensure structure and processes abide by the AAN's governing documents and policies.
• Offer board support for ABN, CNF, and UCNS.

Compliance and Risk Management
• Lead the enterprise risk management and compliance process ensuring safeguarding of assets, appropriate risk management, and operational effectiveness.
• Ensure processes and procedures are well documented, communicated, and implemented.
• Ensure the AAN’s compliance with complex non-profit and IRS regulations, investment regulations, GAAP, FASB, and all related audit requirements and facilitate related disclosure requirements.
• Ensure accurate and timely preparation of all required tax filings including 990s, 990-Ts, 1099s, gift annuity filings, and Secretary of State and Attorney General reports.
• Coordinate and facilitate all internal control audits and ensure that recommendations are appropriately addressed.
• Manage organizational compliance with applicable tax and accounting laws and regulations. Monitor and implement regulatory changes as appropriate.
• Manage the fiduciary responsibility for the Employee Retirement Investment Committee.
• Serve as an advisor on any contracts which the AAN, AANI, ABF, CNF, and UCNS may enter into from a financial perspective.

Facilities Management
• Provide broad direction and oversight for the management of the AAN’s corporate headquarters to provide a safe, secure, and effective working environment for staff.

Leadership Competencies
The Chief Financial Officer at the American Academy of Neurology is expected to demonstrate the following leadership competencies:

Strategic Thinking: Has a broad perspective, a strategic mindset, and an external focus. Evaluates decisions and choices in terms of the organization’s ability to differentiate, grow, and compete.

Drive for Results: Has a strong drive to accomplish goals. Is motivated by challenges and remains determined in the face of obstacles. Is energetic and self-directed; takes initiative and displays vitality and stamina.

Critical Thinking and Judgement: Analyzes complex issues effectively and develops well-reasoned solutions. Thinks holistically, navigates ambiguity, and makes sound decisions.

Creating Alignment: Is a strong and effective change leader. Creates a shared understanding of and inspires commitment to the organization’s direction and priorities; aligns the organizational structure, systems, and processes in support of organizational goals.

Building Collaboration: Creates a culture of collaboration. Expects all staff to work together constructively for the good of the organization. Promotes cooperation, partnerships, and resolves conflict successfully.

Developing Leaders: Identifies, deploys, and develops strong talent. Makes building bench strength a priority. Is accountable for developing self and others.
Ideal Candidate Profile

The ideal candidate will be a seasoned strategic financial leader with a strong accounting background. They will have the ability to effectively delegate and manage up and down as well as teach and advise, demonstrating strong communication and planning skills.

In addition to the Leadership Competencies above, key skills and experiences desired include:

Experience Required

- 10+ years of strategic financial leadership
- Not-for-profit financial reporting and budgeting (via employment and/or board service)
- Technical proficiency in all financial functions, including budgeting, financial planning and analysis, reporting, accounting, audit, tax, and treasury
- Working with and reporting to internal and external financial partners and stakeholders
- Working with and reporting to boards of directors and their finance, audit, and investment committees
- Strong management skills with 10+ years supervisory experience
- Ability to lead major financial projects; strong analytical and problem-solving skills
- Excellent verbal and written communication skills
- Ability to handle multiple projects simultaneously; strong organizational skills and significant attention to detail
- A clear demonstration of honesty, integrity, and confidentiality; the highest ethical standards are assumed

Experience Preferred

- 5+ years as CFO of a national non-profit or major medical association
- 5+ years of public accounting or audit experience
- Managing long-term investment portfolios with support from external investment advisors.

Education

- Bachelor’s Degree in Finance, Accounting, Business Administration or related field of study is required
- Master’s Degree is preferred
- CPA Certification and License is preferred

To apply or learn more, contact Heidi Westlind at heidi.westlind@doranleadership.com.