

JOB DESCRIPTION

Job Title: Sr. VP Finance and Operations

Date Prepared August 2026

Department: Finance / Operations Team

Reports to: MNR CEO

MNR Organizational Overview

Minnesota Realtors® (MNR) is a non-profit organization dedicated to helping the state's real estate professionals thrive and grow their businesses. Founded in 1919, Minnesota Realtors® is one of the oldest professional associations in the state.

By uniting and empowering Realtors®, we help build a more prosperous industry and higher quality of life for everyone who calls Minnesota home. We proudly serve 21,000+ Members through:

- Advocate for laws that support our industry, and help more Minnesotans find homes
- Offer legal support, and facilitate ethics hearings and arbitrations
- Providing continuing education for professional development
- Strengthen, uphold, and teach the Realtor Code of Ethics
- Host Events and Networking Opportunities.

JOB OVERVIEW

The Sr. VP Finance and Operations is a key senior leadership position that combines strategic financial oversight with operational excellence in a mission-driven, member-focused environment.

As a core member of the senior leadership team, the SVP reports directly to the CEO and leads all aspects of Finance, Human Resources, Information Technology, Real Estate (office building), Administration, and Operations.

This role is instrumental in shaping and executing the organization's fiduciary, human resources, IT and operational strategies, policies, processes, and all related reporting.

The SVP is responsible for building and managing a high-performing team of professionals and serves as the primary internal lead for the Board's Finance Committee. The role also plays

a vital leadership function in Board and Committee meetings involving financial strategy and organizational performance.

Acting as a key strategic partner to both the CEO and Board of Directors, the SVP ensures alignment between the organization's mission, strategic priorities, and operational execution. As a critical integrator, the SVP drives cross-functional collaboration, enhances organizational effectiveness, manages risk, and supports long-term sustainability—delivering value for members and stakeholders alike.

This role requires both strategic leadership and hands-on involvement in day-to-day operational details.

KEY RESPONSIBILITIES:

Financial Leadership

- Lead all aspects of financial strategy, planning, budgeting, forecasting, policy creation/oversight and reporting.
- Translate raw financial close data (monthly) into clear, insightful reports that enhance transparency and provide a concise view of the Association's financial position.
- Maintain a strong understanding of financial systems and processes to support payment execution and oversee detailed financial close activities.
- Oversee accounting, audit, tax, compliance, and treasury functions as well as understand the details of the process execution.
- Provide accurate, timely financial information to the CEO, Board, and Finance Committee including leading presentations and creating videos.
- Manage investments and reserves in alignment with policies and risk tolerance.
- Lead the development of financial policies, models and business cases for strategic initiatives.
- Ensure compliance with GAAP, IRS regulations (especially 501(c) organization requirements), and other applicable standards.
- Act as backup to the Controller

Operational Leadership

- Oversee day-to-day operations, including HR, IT, facilities, and administrative functions.
- Collaborate to improve processes, systems, and organizational effectiveness.
- Implement best practices (including policies) and tools to scale operations and manage growth.
- Lead the annual planning process that ensures alignment to strategic plans.
- Ensure strong internal controls, risk management policies, and operational compliance.
- Ensure effective Space Management.
- Oversee all aspects of employee life cycle and ensure fairness & equity.
- Ensure effective and transparent asset management practices.

Strategic & Organizational Leadership:

- As a member of the Sr. Leadership team, serve as an advisor on strategy, governance and execution.
- Lead all aspects of financial and operational strategic planning as well as developing workplans and reporting for all related areas.
- Develop and maintain relationships with external partners, including auditors, vendors, banks, and legal counsel.
- Provide financial and operational insights that drive strategic decision-making.
- Foster a high-performance, inclusive culture that aligns with MNR's mission and values.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration or related field; MBA or Advanced related Degree preferred.
- 10+ years of progressive leadership experience in financial and operational roles, preferably within a nonprofit, association, or mission-driven organization.
- Proven experience managing budgets of \$6M+, with a strong understanding of nonprofit accounting and compliance.
- Demonstrated success in building and leading high-performing teams.
- Strategic thinker with strong execution and problem-solving skills.
- Excellent communication, interpersonal, and leadership abilities.
- Ability to work at a high strategic level but also willing and able to work in the details (process and systems)
- Knowledge of trade association operations, membership models, and public policy environments is preferred.
- Familiarity with revenue diversification (e.g., sponsorships, conferences, subscriptions).
- Experience working with volunteer boards and governance structures is preferred.