

American Epilepsy Society
Position Profile
Senior Director of Finance and Administration
<https://www.aesnet.org>

The Organization

The American Epilepsy Society (AES) is one of the oldest neurological organizations in the country. The mission of AES is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy. The society promotes interdisciplinary communication, scientific investigation and exchange of clinical information about epilepsy. With a membership of 5,600, AES represents clinicians, scientists investigating basic and clinical aspects of epilepsy, and other professionals interested in epilepsy, seizures, and related disorders, as well as industry-employed members and patient advocates. Members represent both pediatric and adult aspects of epilepsy.

AES is located in downtown Chicago, has a staff of 28 with an operating budget of \$10.3M. AES is a hybrid, flexible work environment – Chicago; however, consideration will be given to remote, depending on location.

Position Overview

The Senior Director of Finance and Administration is responsible for overseeing the financial health, administrative operations, technology and organizational infrastructure of AES. This individual will manage finances, lead budget and investment processes, and support compliance and long-term planning across AES.

Reporting to the CEO, the Senior Director of Finance and Administration supervises the Director Technology Solutions, Accounting Manager, and work closely with the Senior Manager Governance and Operations. The Senior Director of Finance and Administration is a member of the Leadership Team and collaborates across departments to align efforts, optimize programs, and strengthen AES's role in the epilepsy professional community. Key responsibilities include financial strategy and oversight, administrative operations & infrastructure, compliance, and strategic administration.

Position Responsibilities:

Financial Strategy & Management

- **Budgeting and Forecasting:** Develop and oversee comprehensive budgeting processes, ensuring alignment with organizational goals and accurate financial forecasting. Review and update current process. Monitor performance against budget. Working with the CEO, lead the organization scenario planning and budget course correction as needed.
- **Financial Reporting:** Prepare and present timely financial statements, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and other regulatory standards.
- **Cash Flow Management:** Monitor and manage cash flow to maintain organizational liquidity and financial stability.
- **Revenue Diversification:** In collaboration with the Leadership Team, explore innovative ways to increase existing revenue and develop new sources of non-meeting-related revenue with an aim to diversify AES revenue streams.

- **Investment Management:** Working with CEO and appropriate volunteer leaders/committees -- manage AES investment funds. Seek ways, as appropriate, to streamline processes and consolidate funds, to increase returns.
- **Revenue Generation:** Collaborate with colleagues to implement effective strategies and processes that drive revenue across key areas, including industry support, memberships, the Annual Meeting, grants, and individual giving. Lead efforts to optimize both short- and long-term earned and contributed income.
- **Financial & Operational Analysis:** Conduct detailed financial analysis to provide insight into the organization's financial health and performance. Review, update and maintain efficient and effective processes for payroll, benefits administration, expense reporting, accounts payable and credit card processing.
- **Audit Coordination:** Lead annual audit processes, liaising with external auditors and internal stakeholders to ensure transparency and accountability.

Human Resources & Administrative Oversight

- **HR Management:** Oversee human resources functions, including recruitment, benefits administration, performance management and compliance with labor laws, which include a flexible work environment and 11 staff members who reside and work outside of Illinois. Update, maintain and regularly review AES employment policies and Employee Handbook – positioning AES as an employer of choice. Working with the CEO, create a long-term staffing structure to align with strategic priorities, budget, and current personnel capabilities.
- **Benefits Administration:** Serve as lead for management of the AES 401K fund, ensuring compliance and all related reporting. With the Senior Manager of Governance and Operations, administer all AES benefits programs. Conduct an annual review/audit of benefits and related processes to ensure accurate and appropriate file maintenance, reporting and communication.
- **Facilities Oversight:** Provide strategic oversight for facilities operations in a multi-story downtown office building—including budgeting, vendor management, and safety compliance—in coordination with administrative staff, within a flexible hybrid work environment where on-site presence ranges from zero to ten employees throughout the week.

Technology Leadership

- **Infrastructure** Ensure that AES information technology infrastructure meets functional needs, is consistent with leading practices, generates operational efficiencies and creates an environment that is attractive to prospective employees. With the Director of Technology Solutions, lead the implementation of the IT roadmap to equip AES for future sustainability.
- **Membership Infrastructure Support:** Working with Chief Learning and Engagement Officer, Directors of Technology Solutions and Membership— ensure that the association management system meets AES needs efficiently and effectively. Collaboratively develop programmatic reporting systems, such as dashboards, utilizing data across the organization.

Risk Management & Compliance

- **Regulatory Compliance:** Ensure adherence to federal, state, and local regulations, including financial reporting and labor laws.
- **Internal Controls:** Establish and monitor internal control systems to safeguard assets and ensure the integrity of financial information.
- **Insurance and Risk Assessment:** Manage organizational insurance policies and conduct risk assessments to mitigate potential liabilities.

- **Contract Lifecycle Management:** Manage organization-wide contract review process, administrative management, approvals process and archiving.
- **HR Compliance and Process Oversight:** Lead operational execution of the annual sexual harassment prevention training to ensure full compliance with regulatory requirements. Act as the designated reporting contact for related matters and collaborate with the CEO on investigations, adhering to organizational ethics and standards. Oversee benefits administration and 401(k) processes to ensure accuracy and integrity. Regularly review and improve systems for time tracking, paid-time-off requests, and reporting. Identify and implement process improvements to enhance efficiency and effectiveness across HR functions.

Leadership & Supervision

- **AES Team Culture:** Working with CEO, Senior Manager Governance and Operations, Director of Health Equity, Advocacy and Strategic Impact – manage monthly team meetings and in-person AES Team retreats (up to 4 X/annually) to align with AES values and builds positive team culture.
- **Committee Governance:** Serve as staff liaison to Investment and Budget & Audit Committees.
- **Donor Stewardship:** Support development of a culture of giving, ensure stewardship of various funds consistent with leading practices and appropriate state requirements and registrations.
- **Negotiation/Contracting** – Organize, prepare, monitor and evaluate work performed by vendors and consultants. Ability to draft requests for proposals as needed; analyze and assess vendor proposals and monitor compliance with contract specifications.
- **Supervision:** Oversee the Director of Technology Solutions and part-time Accounting Manager.

Position Qualifications

Education & Experience

- Bachelor's degree required. MBA or other advanced degree desirable but not required. Equivalent leadership experience in finance and operations will be considered.
- 10+ years of senior-level experience in financial and operational management, preferably within a healthcare association, medical society, or nonprofit organization.
- Proven track record managing budgets of \$5M+, overseeing multi-departmental reporting, and aligning financial strategy with organizational goals.
- Experience working with or presenting to Boards of Directors and Finance or Audit Committees.

Core Competencies

- Expertise in financial operations: accounting, audit and compliance, financial statement preparation, investment policies, and regulatory oversight.
- Strong analytic capability to assess complex financial and operational data to inform strategy and decision-making.
- Demonstrated success leading cross-functional teams and strategic initiatives, including technology integration, organizational design, and performance improvement.
- Experience with grants management, risk mitigation, and internal control processes.
- Ability to integrate finance and operations to drive mission-aligned impact and sustainability.

Technology & Tools

- Proficiency with Microsoft Office Suite, particularly Excel; advanced Excel skills preferred.
- Familiarity with financial management platforms (e.g., QuickBooks Online, PayPal, BillPay) and project management tools (e.g., Asana, Trello, Excel).
- Experience working with association management systems or other CRM/database platforms.

- Strong digital fluency with an eye toward system improvements, automation, and innovation.

Personal Attributes & Leadership Style

- Collaborative, transparent leader who builds trust, promotes accountability, and fosters a culture of inclusivity and respect.
- Strategic thinker with a “roll-up-your-sleeves” mindset — able to work both at the executive level and in hands-on execution.
- Comfortable leading through change and ambiguity, with a proactive, solutions-oriented approach.
- Strong communication and interpersonal skills; able to translate complex data into accessible insights for stakeholders at all levels.
- Deep commitment to AES’s mission, values, and ethical standards; brings integrity, discretion, and sound judgment to all aspects of leadership.

Travel expectations: Travel to the AES Annual Meeting for an extended period and external or professional development opportunities.

Compensation and Location

- \$170,000-\$190,000 annual compensation, plus benefits, including health, dental, vision insurance and eligibility to participate in a 401K retirement plan.
- This is a flexible role based in Chicago, IL. Out-of-state candidates may be eligible for hire, depending on the state in which they reside.
- Applicants must be located and authorized to work in the United States on a full-time basis now and in the future. AES is not able to sponsor candidates requiring work authorization.

AES Vision

The vision of the American Epilepsy Society is to eradicate epilepsy and its consequences.

AES Mission

The mission of the American Epilepsy Society is to advance research and education for professionals dedicated to the prevention, treatment and cure of epilepsy.

AES Values

We are dedicated to improving the lives of people with epilepsy. We embrace innovation and strive for excellence in everything we do. We are an inclusive, collegial community, which enriches the experiences of all involved. We value collaborating with other organizations that are aligned with our mission to achieve greater results.

Equal Employment Opportunity

AES is an Equal Employment Opportunity employer. Employment decisions are based on qualifications and abilities, without regard to race, color, sexual orientation, gender identity, religion, sex, age, national origin, military history, disability, genetic information, or any other protected status. AES prohibits discrimination and takes appropriate disciplinary action against violations.

Search Process: Submit resume with cover letter in confidence to Mary McMahon
marymc.enteract@rcn.com