

EXECUTIVE SEARCH



VICE PRESIDENT, FINANCE AND ADMINISTRATION



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Client: Building Owners and Managers Association International
Role: Vice President, Finance and Administration
Location: Washington, D.C. (Hybrid)
Reports To: President
Website: boma.org



SITUATION OVERVIEW:

ZRG Aspen Leadership Group is proud to partner with Building Owners and Managers Association International and its related entities (collectively, BOMA or the Association), in the search for BOMA's **Vice President, Finance and Administration**.

ABOUT BOMA:

BOMA is the leading association for commercial real estate professionals and the strategic business partner they choose to maximize value for their careers, organizations, and assets. Through advocacy, industry knowledge, education and professional development, standards and best practices, and a connected network of local associations and global affiliates, BOMA helps professionals run better buildings, strengthen their organizations, and advance the industry.

BOMA operates through a related group of nonprofit, educational, business, and advocacy entities in the United States and Canada. The Vice President will provide financial leadership across this complex structure, with responsibility for entity-level accounting and reporting, intercompany activity, controls, establishing consolidated financial visibility and reporting, and compliance in each jurisdiction. For simplicity, this prospectus refers to these organizations collectively as BOMA or the Association.

Since 1907, BOMA has supported commercial real estate owners, managers, service providers, and professionals across building types. Its mission is to advance a vibrant commercial real estate industry through advocacy, influence, and knowledge.

BOMA's strategic priorities center on building the commercial real estate community, advancing a pro-CRE advocacy agenda, strengthening workforce development, expanding thought leadership, and achieving operational excellence. Together, these priorities reinforce BOMA's role as a trusted source of insight, learning, professional development, industry standards, and practical solutions. BOMA builds what matters for its members, customers, industry, and each other. Its Guiding Values define how it works, how it leads, and how it builds its future:

- Customer First. Always.
- Own the Outcome.
- Straight Talk, Strong Relationships.

- Reach Across the Aisle.
- Honorable Innovation.

Throughout these values, *customer* means everyone BOMA serves, including members, customers, local and international associations, colleagues, and the broader commercial real estate industry.

Education and credentialing are central to BOMA's value to the industry. BOMA provides courses, certificates, and professional designations that help commercial real estate professionals build expertise throughout their careers and bring greater value to their organizations and assets. In 2023, BOMA and the Building Owners and Managers Institute (BOMI) came together to provide one trusted source for industry resources, education, and career advancement. More than 400,000 courses have been taken, and 43,000 credentials have been earned through these programs.

The Association operates through a federated model in which its 79 local associations serve commercial real estate professionals and organizations in their respective markets. The Association works closely with local association leaders to advance shared priorities, support membership growth and engagement, coordinate advocacy, exchange best practices, and strengthen the brand and federation.

Today, the Association is undertaking a deliberate transformation, integrating BOMI into a unified enterprise, modernizing technology and the customer experience, strengthening its financial and operational foundation, and preparing to relocate its headquarters from Washington, D.C. to Northern Virginia in 2027. BOMA is honoring its legacy while building the association the industry needs next.

POSITION:

The **Vice President, Finance and Administration** (Vice President) will be a key member of the Association's executive leadership team and a close strategic partner to the President of the Association. This is an exciting opportunity for an experienced, forward-looking executive to help shape the Association's strategy, meaningfully influence its direction, strengthen organizational policies and practices, and lead important initiatives that span the organization. Bringing deep financial and operational expertise, sound judgment, and a collaborative approach, the Vice President will serve as a trusted advisor to the President, Board, and executive leadership while providing the strong financial stewardship and operational excellence needed to advance the Association's mission.

With an enterprise-wide perspective, the Vice President will strengthen financial discipline and bring operational insight to organizational planning and decision-making. The Vice President will strengthen accountability across the organization, provide leaders with the financial information and analysis needed to make sound decisions, and build the organizational capabilities necessary to support the Association's long-term sustainability.

The successful candidate will be equally comfortable discussing long-term financial strategy with the Board in the morning and resolving operational accounting issues in the afternoon. Success will require the ability to move seamlessly between strategic leadership, executive partnership, and detailed operational execution while developing the team, systems, and processes that will strengthen the organization over time.

This role is as much about building as it is about stewardship. Following a period of transition and the integration of BOMI, the Association is strengthening its internal finance function and modernizing the infrastructure a complex association requires, including documented policies and procedures, internal controls, reliable reporting, integrated systems, and entity-level financial discipline. The Vice President will inherit meaningful progress, along with the opportunity to build the next stage of a strong, scalable finance and administration function.

The Vice President will also provide leadership for selected administrative and human resources functions, working closely with the Association's outsourced HR partner to ensure organizational policies, performance management processes, compliance activities, and people practices that effectively support a well-managed, accountable, and high-performing organization.

The Association has an annual operating budget of approximately \$15 million and a staff of approximately 40. The Association has a diversified revenue base that includes federation dues, conferences and meetings, education and professional development, corporate partnerships, publications and industry resources, and investment income.

This is a unique opportunity to influence and generate change. The Vice President will play a critical role in strengthening the Association's financial and organizational foundation while helping shape its future. Beyond leading a strong finance function, the Vice President will be an important business partner and enterprise leader, bringing the judgment, insight, and operational discipline needed to support the Association's continued success.

FROM THE PRESIDENT:

When I accepted the opportunity to lead BOMA, I saw an organization with an extraordinary legacy, a dedicated community, and tremendous potential. I also saw work to do.

For nearly 120 years, BOMA has shaped the commercial real estate industry through advocacy, education, industry standards, and a powerful network of local associations and industry leaders. The people we serve manage some of the most important buildings and businesses in our communities, and they rely on BOMA to help them navigate an industry that is changing faster than it has in a generation. Commercial real estate professionals today expect their association to be as modern, responsive, and customer-focused as the organizations they lead.

That expectation is driving the work we're doing today.

Over the past 18 months, BOMA has made significant progress. We've integrated BOMI into the organization, increased financial discipline and transparency, modernized systems, sharpened our strategic focus, and begun building the capabilities required of a modern association. The work isn't finished, but we've built a strong foundation, and the opportunities ahead are far greater than the challenges behind us. We're building the next era of BOMA, a more focused, customer-centric, data-informed organization that delivers exceptional value to our members and the industry.

This is what makes the role so exciting. The Vice President, Finance and Administration will help shape the future of a highly respected organization at a pivotal point in our evolution. This is not simply a finance leadership role. It's a business leadership role. The person who joins us will help guide strategic decisions, strengthen accountability, modernize how we operate, support innovation and growth, and position BOMA to serve the industry for decades to come.

I believe great organizations achieve extraordinary results when people are engaged, empowered, and aligned around a common vision. I also believe focused, effective collaboration is one of the most powerful tools leaders have to solve problems, leverage opportunities, and create value. That's the type of leadership team we're building.

I'm looking for a true partner. I value leaders who bring expertise, judgment, and independent thinking. I want someone who will ask hard questions, challenge assumptions, identify risks and unintended consequences, and tell me what I need to hear, not what they think I want to hear. I don't want a yes-person. I want a trusted advisor and teammate.

I hire leaders who know their functions better than I do, then give them the space and support to lead. I rarely override the recommendation of the executive responsible for an area, and when I do, I explain why. In return, I expect transparency, accountability, respect for roles and decision-making authority, and a commitment to solving problems together. The strongest leadership teams are built on trust, healthy debate, and a shared commitment to the organization's success.

We can solve almost any problem when we're willing to acknowledge it, work through it honestly, and bring the right people together. Strong organizations aren't defined by the absence of challenges. They're defined by how quickly they identify them, how openly they address them, and how effectively they respond. When issues arise, I expect them to be surfaced early, analyzed objectively, and addressed directly so we can keep moving forward.

At BOMA, we work hard because the work is important. Commercial real estate is more than buildings. It's where people work, businesses grow, goods move through supply chains, and

communities gather. Across the 79 markets we serve, professionally managed commercial real estate supports 3.9 million jobs and generates more than \$609 billion in annual economic output. For every dollar spent on building operations, local economies see \$2.22 in economic activity. Our work helps strengthen these communities, businesses, and buildings that power the economy.

We also genuinely enjoy what we do. We celebrate successes, learn from challenges, and care deeply about the people and industry we serve. The next Vice President will inherit a function that is still evolving. Part of the opportunity will be assessing capabilities, developing talent, building the team, and ensuring the right people are in the right roles to support our future. Success will require both leadership and courage, a willingness to invest in people where growth is possible, and the judgment to make difficult decisions when change is necessary.

For me, leadership extends well beyond direct reports. Leaders are expected to model the culture we're building, develop future leaders across the organization, share knowledge generously, and help others succeed. One of the most rewarding parts of leadership is seeing people grow beyond what they thought possible for themselves. I hope the next Vice President feels the same way.

At BOMA, we talk about *Build What Matters*. It means putting the customer first, owning outcomes, communicating honestly and respectfully, reaching across boundaries, and using data, experience, and sound judgment to build for the future.

If you're energized by the opportunity to build, lead, solve complex problems, develop people, and help shape the next chapter of a highly respected organization, I hope you'll consider joining us.

— Mary Lue Peck, President

RESPONSIBILITIES:

FINANCIAL LEADERSHIP & STEWARDSHIP

The Vice President will lead the Association's financial operations to deliver accurate, reliable, and meaningful information that supports sound decision-making, safeguards organizational assets, strengthens long-term financial health, and ensures the integrity of both management and GAAP financial reporting. Success will be demonstrated by:

- Accurate, timely, and decision-ready financial reporting is consistently provided to executive leadership and the Board.
- Financial statements, reconciliations, journal entries, payroll allocations, and month-end close activities are completed accurately, on time, and in accordance with the Association's accounting policies, reporting framework, and applicable accounting standards.

- Financial controls, accounting policies, and internal procedures protect organizational assets and ensure compliance.
- Financial reporting supports informed strategic and operational decision-making.
- Financial operations consistently demonstrate integrity, accuracy, and transparency.

FINANCIAL PLANNING, ANALYSIS & CASH FLOW MANAGEMENT

The Vice President will provide the leadership needed for the Association to maintain strong financial visibility, disciplined cash management, and forward-looking financial analysis that supports operational stability and long-term sustainability. Success will be demonstrated by:

- Cash flow is proactively monitored, managed, and accurately forecasted.
- Financial trends, risks, and opportunities are identified early and communicated clearly.
- Forecasting and financial analysis support executive planning and organizational decision-making.
- Financial recommendations improve operational performance and long-term sustainability.
- Leadership has timely insight into the financial health of the organization.

BUDGET LEADERSHIP & FINANCIAL ACCOUNTABILITY

The Vice President will oversee and strengthen the effective use of resources through a disciplined budgeting process that supports thoughtful planning, ongoing monitoring, accountability, and strong financial stewardship. Success will be demonstrated by:

- Annual budgeting is effectively planned, facilitated, and completed on schedule.
- Executive leaders actively participate in developing realistic operating budgets.
- Budget performance is routinely monitored and communicated.
- Variances are identified early and addressed collaboratively.
- Leaders are appropriately held accountable for managing within approved budgets.
- Financial accountability is strengthened throughout the organization.

PRESIDENT, BOARD & GOVERNANCE PARTNERSHIP

The Vice President will provide the leadership, guidance, and planning to ensure that the President and Board receive timely, meaningful financial information that supports effective governance, fiduciary oversight, and strategic decision-making. Success will be demonstrated by:

- A trusted working relationship is established with the Board Secretary/Treasurer.
- Audit and Finance Committees receive accurate, timely, and decision-ready financial information.
- Board reports are professional, meaningful, and delivered in advance of meetings.
- Board questions and requests are addressed promptly and thoroughly.
- Governance responsibilities are supported with integrity, transparency, and professionalism.

FINANCE FUNCTION LEADERSHIP & ORGANIZATIONAL CAPACITY

The Vice President will lead the finance function and continue its evolution into an efficient, scalable, and increasingly self-sufficient organizational capability. Success will be demonstrated by:

- Finance processes become increasingly efficient, documented, and scalable.
- Appropriate balance between outsourced financial services and internal capabilities is continually evaluated and optimized.
- Opportunities to improve systems, technology, staffing, and workflows are identified and implemented.
- Team members demonstrate the capability, competency, accountability, exceptional accuracy and responsiveness required for strong financial operations.
- Recommendations strengthen organizational effectiveness while managing costs responsibly.

FINANCIAL OPERATIONS

The Vice President will manage the financial transactions and day-to-day accounting activities and ensure they are executed accurately, efficiently, and in accordance with established policies and professional standards. Success will be demonstrated by:

- Accounts payable, accounts receivable, payroll administration, banking activities, ACH transactions, and account reconciliations are completed accurately and on schedule.
- Financial records are complete, properly documented, and audit ready.
- Vendor payments and regulatory reporting requirements are completed accurately and on a timely manner.
- Accounting systems support efficient and reliable financial operations.

RISK, COMPLIANCE & ADMINISTRATION

The Vice President will safeguard the Association and its related entities by ensuring that legal, tax, regulatory, fiduciary, contractual, and administrative obligations are understood, appropriately assigned, monitored, and met. Success will be demonstrated by:

- Federal, state, local, and Canadian tax filings, registrations, and reporting requirements are accurate, complete, and timely.
- Annual audits are well managed and completed on schedule, with findings addressed promptly and controls strengthened as needed.
- Insurance coverage and organizational risk are reviewed regularly, with appropriate protection for the Association's operations, people, events, technology, and governance activities.
- Retirement-plan fiduciary requirements, restricted and designated funds, investment policies, and related reporting are administered appropriately.
- Contracts and commitments are documented, retained, reviewed for financial exposure, and executed in accordance with the Association's contracting and signature-authority policies.

- Financial, accounting, compliance, records-retention, and business-continuity practices are documented, current, and followed.

The Vice President will also coordinate with responsible functional leaders to ensure that specialized reporting requirements, including PAC and lobbying disclosures, are supported by appropriate financial controls, reconciliations, and documentation.

SYSTEMS, DATA & BUSINESS TECHNOLOGY

The Vice President will ensure that BOMA's financial systems and the data flowing through them are reliable, integrated, and fit for a modern association, and will serve as a disciplined, forward-looking business partner on enterprise technology investments and systems decisions. Success will be demonstrated by:

- Financial systems are configured, documented, and used to their full capability, with manual workarounds steadily reduced.
- Data flowing between the association management system, learning management system, e-commerce platforms, and the general ledger is reconciled, timely, and trusted.
- Technology investments are evaluated with clear business cases, total cost of ownership, and expected return, and vendor contracts are negotiated with financial discipline.
- The Vice President is a credible partner in enterprise technology and systems decisions, bringing financial and operational rigor to platform selection and implementation.
- Reporting and analytics capabilities improve over time, reducing the effort required to produce decision-ready information.

HUMAN RESOURCES & ORGANIZATIONAL ACCOUNTABILITY

The Vice President, in partnership with external support, will ensure human resource systems, compliance activities, and performance management processes support a well-managed, accountable, and high-performing organization. Success will be demonstrated by:

- Strong working relationships are maintained with outsourced HR partners.
- HR processes, compliance activities, and employee administration are completed accurately, consistently, and on time.
- Organizational leaders are held accountable for completing performance reviews and other people management responsibilities effectively in line with organizational practices.
- HR policies and practices support organizational priorities and legal compliance.
- Employees and leaders receive responsive, professional HR support.

LEADERSHIP & ORGANIZATIONAL PARTNERSHIP

Executive leaders, managers, and employees experience Finance & Administration as a trusted business partner that strengthens organizational effectiveness and accountability. Success will be demonstrated by:

- Productive working relationships are established throughout the organization.
- Financial concepts are communicated effectively to financial and non-financial audiences.
- Leaders receive practical guidance that supports sound business decisions.

- Difficult conversations are handled proactively with professionalism and respect.
- Cross-functional collaboration strengthens organizational performance.

COMPETENCIES:

The Association seeks a **Vice President, Finance and Administration** with the following competencies:

- **Builder Mindset:** Thrives in organizations undergoing growth, change, or transformation. Builds systems, processes, organizational capability, and operational discipline while balancing immediate operational demands with long-term organizational improvement and maintaining a high standard of execution.
- **Strategic & Operational Financial Leadership:** Provides sound and forward-looking financial leadership by integrating accounting, budgeting, forecasting, cash flow management, and financial analysis to strengthen organizational performance and long-term sustainability.
- **Executive Business Partnership:** Builds credibility as a trusted advisor by providing thoughtful financial guidance, influencing sound business decisions, and partnering effectively with the President, executive leadership team, and Board of Directors.
- **Financial & Analytical Acumen:** Applies strong accounting knowledge and analytical thinking to interpret financial information, identify trends, and assess risk, and translates financial data into practical business recommendations while ensuring accurate, well-organized, and reliable financial information.
- **Governance & Organizational Stewardship:** Supports sound governance by ensuring financial integrity, transparency, compliance, and effective relationships with the Board of Directors while strengthening accountability across the organization.
- **Operational Discipline:** Creates and maintains structure, establishes clear expectations, and develops processes and controls that improve organizational effectiveness, consistency, and financial accountability.
- **Discernment & Judgment:** Exercises sound judgment by thoroughly evaluating financial, operational, and organizational issues, balancing strategic priorities with operational realities, and making thoughtful decisions that support both immediate needs and long-term organizational success.
- **Influence & Courageous Communication:** Communicates with clarity and professionalism. Addresses difficult issues directly, respectfully challenges assumptions, and effectively holds others accountable while maintaining productive relationships.
- **Leadership & Team Development:** Team members have clear expectations, receive ongoing coaching, develop increasing capability, and consistently deliver high-quality, accurate and timely work.
- **Relationship Building & Collaboration:** Builds trusted partnerships across the organization through credibility, responsiveness, collaboration, and service-oriented leadership.

- **Accountability & Ownership:** Takes personal responsibility for organizational outcomes, follows through on commitments, and ensures a culture where commitments, deadlines, and standards are consistently met.
- **Problem Solving & Continuous Improvement:** Approaches challenges proactively and identifies practical, effective solutions. Continuously looks for opportunities to improve processes, strengthen operations, increase efficiency and reduce risks.
- **Risk & Compliance Orientation:** Anticipates legal, tax, regulatory, contractual, and insurance exposures, builds practical safeguards, and ensures obligations are met without creating unnecessary bureaucracy.
- **Systems & Digital Fluency:** Understands how business systems and data connect across an organization, evaluates technology investments with financial discipline, and uses technology to simplify and strengthen operations.
- **Learning Agility:** Learns quickly and adapts easily to change and to new systems, processes, and approaches. Embraces learning and innovation, and willingly takes on new scope as the organization evolves.

QUALIFICATIONS:

The Association seeks a **Vice President, Finance and Administration** with

- at least 10 years of progressively responsible financial leadership experience, preferably within an association, nonprofit, or similarly complex organization;
- a commitment to the mission of the Association to advance a vibrant commercial real estate industry through advocacy, influence and knowledge;
- experience serving as a strategic business partner to executive leadership and Boards of Directors;
- experience leading budgeting, financial planning, forecasting, cash flow management, and financial reporting;
- strong operational accounting experience with a willingness to actively participate hands-on in day-to-day financial operations;
- experience strengthening financial controls, organizational accountability, and operational processes;
- experience overseeing external audits, tax and regulatory filings, insurance and risk management, and compliance obligations across multiple legal entities;
- experience overseeing or coordinating human resources operations, preferably in partnership with an outsourced HR provider is desirable;
- experience leading organizational change, financial turnaround, or operational improvement initiatives;
- experience with Sage Intacct or a comparable ERP accounting system and advanced proficiency with financial reporting tools; and

- experience providing financial leadership across multiple related legal entities, including consolidated and entity-level reporting; experience with Canadian operations or filings is desirable.

A bachelor's degree in Accounting, Finance, Business Administration, or a related discipline is required. The CPA credential is strongly preferred; an MBA, CMA, or other advanced financial credential is desirable.

The Association will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to the Association, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

REPORTING RELATIONSHIPS:

The **Vice President, Finance and Administration** will report to the President, Mary Lue Peck, and will serve as a member of the Association's executive leadership team. The VP will lead a team of three staff and will be accountable for the performance of third-party finance and human resources partners.

SALARY & BENEFITS:

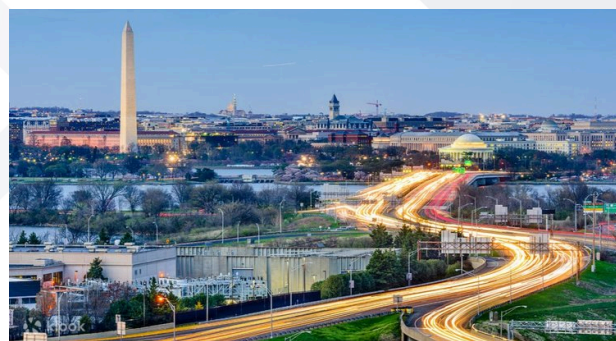
The salary range for this position is \$225,000 to \$250,000. BOMA offers a comprehensive package of benefits including generous healthcare coverage, executive profit-sharing opportunities, a generous employer-funded 401(k) contribution with immediate vesting, meaningful paid time off, and employer-paid disability and life insurance benefits.

LOCATION:

The Association offers a hybrid work environment; however, the Vice President is expected to reside within reasonable driving distance to the office and maintain a regular in-office presence of at least three days each week.

The Association is currently located in Washington, D.C. It is moving to the Northern Virginia area on or about the summer of 2027.

Washington, D.C. and surrounding areas offer an exciting and enriching experience filled with history, culture, and opportunity. The city is home to iconic landmarks, renowned museums, and beautiful parks like the National Mall and Rock Creek Park.



The area provides a vibrant and inspiring atmosphere, and residents enjoy a lively mix of neighborhoods, each with its own personality, along with a thriving food scene and a wide range

of cultural events and festivals throughout the year. Northern Virginia, where BOMA's headquarters will relocate, offers highly regarded schools, extensive parks and trails, a strong job market for dual-career households, and direct access to the District by Metro.

APPLICATION PROCESS:

All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the mission of the Association and the responsibilities and competencies presented in the position prospectus. Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit: [Vice President, Finance and Administration, Building Owners and Managers Association International](#).

To nominate a candidate or inquire about the position, please contact [Wisla Heneghan](#).

ABOUT ZRG PARTNERS:

ZRG is a global talent advisory firm that is changing the way companies find, hire, and manage talent through its data-driven approach to executive and professional search. The company's digital Zi platform combines talent intelligence, candidate insights, and process improvement to dramatically deliver executive searches quicker and with proven better results.

ABOUT ZRG ASPEN LEADERSHIP GROUP:

ZRG Aspen Leadership Group (ALG) supports exceptional careers in the nonprofit sector, recruiting presidents, executive directors, and chief advancement officers and helping them recruit, train, and inspire high-performing teams. The company's search services and leadership consulting focus on building teams that enable an organization to engage all its potential donors and volunteers and to drive unprecedented fundraising results.



Wisla Heneghan

Managing Director and Practice Lead, Finance and Operations

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Wisla Heneghan has over 25 years of experience leading nonprofit and for-profit organizations, including as Chief Operating Officer of Human Rights Watch and as Chief Operating Officer at The Nature Conservancy where she also held the role of General Counsel.

Today, Wisla leads the finance and operations practice at Aspen Leadership Group. Wisla leverages her experience leading global teams in finance, legal, human resources, technology, communications, marketing, audit, and risk management to help organizations find expert and strategic leaders for their most critical roles.

Wisla's personal experience as a member of executive teams and advisor to boards allows her to partner closely with hiring managers and committees to understand the goals, needs, and context critical to their executive search. Wisla's network and her own career experience enable her to connect with candidates and develop a deep understanding of their expertise and experience as well as the leadership characteristics that a candidate brings to an organization.

Wisla is passionate about the role that highly collaborative and effective leadership teams can play in the success of an organization's mission and impact on the world. During her tenure at The Nature Conservancy and Human Rights Watch, Wisla assisted boards and CEOs through leadership changes, organizational growth, restructuring, and geographic expansion. Her goal is to bring her experience advising leaders and developing highly effective management teams to help place expert, dedicated individuals in critical roles.

Wisla spent the earlier part of her career in the corporate sector, including as Vice President and Associate General Counsel at Staples, Inc. She started her career in private legal practice in Boston after graduating from Boston University School of Law. Wisla was born in Brazil and raised in Brazil and New York.