

# 16Tech

## Job Description

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| <b>POSITION:</b>     | Director of Finance                                    |
| <b>STATUS:</b>       | Exempt   |
| <b>ORGANIZATION:</b> | 16 Tech Community Corporation                          |
| <b>REPORTS TO:</b>   | Chief Executive Officer, 16 Tech Community Corporation |

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### ORGANIZATION OVERVIEW

16 Tech Community Corporation, Inc. is the non-profit organizer and manager of a 60-acre advanced technologies innovation district in downtown Indianapolis, Indiana. The vision for the 16 Tech Innovation District ("16 Tech") is to create a dynamic urban community for scientific research, technology innovation, entrepreneurial activity, and talent attraction, with a focus on startups and corporations in the bioscience, tech and advanced engineering sectors.

16 Tech will serve both as a signature development project for the new, metropolitan-based 21st century economy of advanced industries and university partners as well as an accelerator for Indiana's innovation community, catapulting the region to global recognition for cross-sector collaboration and innovation. The City of Indianapolis is a major 16 Tech partner, having appropriated \$55 million of bond financing for infrastructure improvements needed to enable development. 16 Tech has also been awarded more than \$40 million from private foundations for its work.

16 Tech Community Corporation was formed in September 2015 to deliver a new approach to economic growth and innovation in Indianapolis. It is an Indiana non-profit corporation and a Type 1 supporting organization that is exempt from federal taxation through Sections 501(c)(3) and 509(a)(3) of the Internal Revenue Code. The 16 Tech Community Corporation is led by a team of five full-time employees. Central Indiana Corporate Partnership (CICP) serves as the employer for the 16 Tech Community Corporation under a shared services agreement.

More information is available at <https://www.16tech.com/>

### POSITION OVERVIEW

The Director of Finance is new position responsible for overseeing the financial functions of 16 Tech Community Corporation in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board and other regulatory and advisory organizations as well as financial management techniques and practices appropriate within the industry. This role provides an opportunity to engage both strategically with the leadership of 16 Tech Community Corporation and tactically to coordinate the finance function.

The Director of Finance will coordinate with 16 Tech Community Corporation leadership as well as external professionals, consultants and vendors to establish a financial strategy for the long-term sustainability of 16 Tech as well as to oversee the day to day operations of the finance function. The Director of Finance is

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directly responsible for financial management, accounting, financial analysis, cash flow analysis, development financing and modeling, debt placement, refinancing, acquisition analysis and reporting as required by funders, including government and philanthropy. The Director of Finance will develop and execute policies, programs, and strategies to maximize financial performance and safeguard 16 Tech's assets. They will be the primary point of contact for 16 Tech with financial stakeholders including lenders and other members of the financial community.

The Director of Finance 16 Tech will work very closely with the finance and accounting team of the Central Indiana Corporate Partnership (CICP) and be an active participant in the CICP 16 Tech relationship. CICP currently provides 16 Tech outsourced accounting and HR services through a shared services agreement. In addition to CICP, 16 Tech has additional contract resources in place for construction accounting and controller services.

The Director of Finance will report to the President and CEO of 16 Tech Community Corporation and work collaboratively with the COO to provide strategic financial leadership for the organization. This individual will work closely with the Finance & Audit Committee of the 16 Tech Board of Directors.

The ideal candidate will demonstrate exceptional financial acumen, technical and problem-solving abilities while delivering insightful analysis and recommendations. They will be motivated by helping to realize the mission and vision of the 16 Tech Innovation District and have demonstrated the ability to work within a small, entrepreneurial team and manage external resources.

## **JOB RESPONSIBILITIES**

### ***Finance:***

- Bring financial perspective and data to strategic decision-making by providing analysis and recommendations that give consideration to overall business strategies and operational issues.
- Responsible for coordinating monthly financial reporting including the consolidation of 16 Tech financial reports including multiple real estate related entities.
- Support the application process and compliance for accessing state and federal funding including but not limited to Industrial Recovery Tax Credits, New Market Tax Credits, EDA funding, etc.
- Oversee collection process for common area maintenance fees and community investment fund fees with 16 Tech developers and direct tenants of 16 Tech Community Corporation.
- Prepare and maintain construction loan draws and lender reporting as needed.
- Primary POC with lenders, investors, partners, and other members of the financial community. Establishes and maintains banking relationships.

### ***Development:***

- Oversee budgeting, financial modeling, financing, purchasing, real estate, and short and long-range forecasting.
- Develop the capital structure and arranges financing for acquisition and development transactions.
- Review all financing documents, operating agreements, partnership agreements, third party management agreements, and manages the closings of all property acquisitions, dispositions, and developments.
- Perform tasks necessary to obtain local approvals including submitting land use applications, rezoning, etc. and document responses to development RFPs, as needed.

### ***Year-End Audit and 990 Informational Returns:***

- Interact with multiple CPA firms and has ultimate accountability to ensure the financial team

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manages, is prepared for, and executes the year-end audit process in compliance with owner and lender requirements.

- Oversee the production of 16 Tech informational returns and compliance.
- Responsible for fully understanding property tax valuation, calculations, and grievance directing actions needed for completion.

***Property Liability Insurance:***

- Oversee the organization's risk management and insurance purchasing function.
- Bids, negotiates, and interact with insurance brokers to ensure proper and adequate coverage is in place.
- Monitor risk management policies and procedures, including insurance coverage, to ensure that financial and organizational risks are managed responsibly.

***Reporting & Compliance:***

- Ensures timely and accurate financial reporting for stakeholders in accordance with generally accepted accounting principles; the production of timely management reports including but not limited to statement of financial position, income statements, statement of cash flow, Accounts Receivable Reports, Accounts Payable, General Ledger Reports, Payroll Reports, etc.
- Responsible for tracking and monitoring of performance metrics for the success of the 16 Tech Innovation District.
- Oversee the organization's compliance with all legal, charitable, and regulatory requirements.

***Other:***

- Continuously evaluates the structure for 16 Tech's finance and accounting resources to ensure the ability to achieve established goals and objectives.
- Ensure proper safeguards and protocols are in place to protect company data. Maintains third party vendor relationships as needed.
- Collaborate on strategic planning for staffing, compensation planning, and benefits administration.
- Ensure proper financial and systems controls are in place for the organization; procedurally as well as within operating systems.
- Other duties and special projects as assigned.

**QUALIFICATIONS**

- CPA designation or equivalent; Master's Degree preferred
- At least seven to ten years of professional experience; proven experience as a Director of Finance, Controller or similar position.
- Real estate, commercial development, brokerage or construction experience preferred.
- Strong financial background that includes experience raising capital from variety of funders.
- Strong technical abilities in financial modeling and scenario analysis.
- Prior management or oversight of accounting functions.
- Tech savvy; acumen for accounting related systems and financial management software. Experience with negotiating and reviewing contracts and insurance programs.
- Exceptional problem-solving abilities; able to go beyond data to deliver insightful analysis and recommendations.
- Demonstrated ability to work within a small, entrepreneurial team and manage external resources.
- Trustworthy and demonstrated ability to handle confidential information.
- High integrity combined with commitment to good governance.

**DETAILS**

- Manager: Chief Executive Officer, 16 Tech Community Corporation
- Office location: 16 Tech Community Corporation, downtown Indianapolis
- Compensation: Commensurate with experience and abilities
- Resumes will be reviewed on a rolling basis. Interested candidates should send a resume and cover letter to Emily Krueger, COO, at [ekrueger@16tech.com](mailto:ekrueger@16tech.com)