



THE PEDERSEN FAMILY OFFICE

DIRECTOR OF FINANCE & OPERATIONS

McLean, VA

ORGANIZATION

The Pedersen Family Office was established in 2024 after the sale of George Pedersen's business ManTech. The Family Office supports three generations of Pedersen's and oversees 20+ trust accounts.

There is an affiliate foundation will be granting approximately \$11.5M annually in the following areas:

1. Neuroaesthetics – with a focus on neuroarchitecture
2. Supporting Defense - Veterans and the US Intelligence Community
3. Fostering Health & Resiliency in Americans – focus area to be determined'

The Family Office's and Foundation's values are:

- **Compassion:** We intend to work in partnership with our grantees and be generous with our time focused on the causes we care about. We will lead with empathy as we consider the recipients of our grants.
- **Innovation:** We will seek to find new ways to solve old problems and keep an openness to strategies that have not been implemented before.
- **Impact:** Our goal is to make measurable improvements in the causes we care about by deploying resources in a targeted way and focusing on tactical decision making.
- **Patriotism:** We feel a strong sense of connections to the United States and intend to serve this country through our work.
- **Courage:** We will strive to act courageously in all decision making and efforts to conduct our work, remaining in alignment with our core values



The Foundation currently employs an Executive Director. The Foundation and Office have a shared board of five family members and will operate from a 3,000 square foot office space, incorporating research-based neuroaesthetic design principles, currently under construction in McLean, VA.

POSITION

Reporting to the President of the Family Office, the Director of Finance and Strategy (Director) will be the second employee of the Office and should be extremely comfortable in a start-up environment. S/he will serve as a trusted financial advisor to the President and trustees and fluent in translating financial concepts to non-financial staff and trustees. The winning candidate should be curious, intelligent, and flexible. The Director will be charged with filing tax and other documents, analyzing both investments and grant opportunities and be prepared to step in where needed. We are looking for someone with a positive attitude, who likes building organizations and is aligned with the family's values.

RESPONSIBILITIES

FINANCIAL MANAGEMENT AND OPERATIONS

- Collaborate with the President in the development and management of the annual budget, short- and long-range organizational goals and objectives. Participate in annual and long-term resource allocation planning with family members and the President.
- Ensure all tax filings are prepared on a timely basis in concert with external accountants and lawyers.
- Design and implement financial policies, controls, procedures, and automation that will improve the efficiency and effectiveness of the Office. Refine and continually develop efficient and effective financial systems, platform and processes that ensure the safety, security and integrity of the family office and foundation.
- In partnership with family decision makers, support the establishment and monitoring of financial goals, ensure asset allocations are appropriate, and investment managers are adhering to their investment strategies.
- Prepare quarterly reports on the performance of investments in the 20+ trusts.
- Monitor liquidity needs and develop and implement procedures to manage the cash flow.
- Conduct projects, studies and analyses as assigned by the President.
- Review annual insurance renewals for all family office and foundation policies.



- Network with other family office and family foundation finance leaders to continually learn as well as to track and implement best practices.

FOUNDATION GRANTS

- Ensure timely and accurate processing of grants.
- Analyze the impact of grants.
- Support the grantee due diligence process; review financial position of prospective grantees for impact, alignment, and opportunity.

COMPLIANCE & REPORTING

- Plan, control, direct, and evaluate all financial management and control functions.
- Oversee external audit, legal and regulatory compliance with external partners.
- Evaluate the impact of any proposed regulatory action or changes to accounting standards that could impact the Foundation and the Office.
- Prepare timely and accurate monthly, quarterly, and annual financial statements; ensure reporting, policies and procedures are tailored to the needs of the family office and family foundation.
- Contribute to the preparation of board books.

QUALIFICATIONS

Our candidate should have strong strategic and operational financial management experience, ideally with experience a family-driven environment (family office, foundation, company, or professional services business) requiring bespoke, high quality service delivery. The winning candidate should have the following characteristics and qualities:

- Minimum of ten years of progressive financial management experience within a values- and mission-driven entity.
- Deep expertise in financial control, analysis, budgeting, reporting, nonprofit accounting and tax planning and prep.
- Engaging communicator who can translate financial data for non-financial people.
- Able to connect across generations and to build trusted relationships.
- Comfort operating within a start-up environment.
- Accessible, adaptable, diplomatic, and flexible, with an unflappable attitude.
- Independent contributor who can work without staff support.



- Presence and ease when engaging board members and advisors.
- Flexible with a bias for action and the ability to deliver in a collaborative manner.
- Proactive, organized, and disciplined problem-solver.
- An unflagging commitment to service, excellence, continuous improvement, and efficiency.
- Exceptional judgment, integrity, and discretion.
- Strong analytical capabilities; excellent written, verbal, problem solving skills.
- In-depth working knowledge of computerized accounting systems; proven experience with Microsoft office suite products.
- Personal qualities of integrity, credibility, and dedication to the mission of The Foundation.
- A growth mindset and belief in the power of innovation, courage, compassion, patriotism.
- Curious, entrepreneurial, tech savvy with a sense of humor.
- Energetic, collaborative, and proactive; able to connect authentically, with strong emotional intelligence, kindness, and relationship orientation.
- Degree in accounting, finance, or related field from an accredited college or university required; master's degree and CPA preferred.

APPLICATION PROCESS

The Pedersen Foundation and The Dubrof Group encourage candidates of all backgrounds to apply for this position.

All inquiries, nominations and applications be directed to, The Dubrof Group, at cydnee@dubrof.com. Any communication with The Foundation will be directed to The Dubrof Group. Applications should include a letter of interest and a current resume in PDF. Please indicate in your cover email where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted. **NO PHONE CALLS PLEASE.**