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**GREATER DES MOINES PARTNERSHIP, Des Moines, IA, (Aug 2007-present).**

- **CHIEF ADMINISTRATIVE OFFICER**
  - Responsible for oversight of finance and administration activities, including financial reporting and management, information technology, human resources, governance and compliance, and other administrative requirements for the various entities which we control, operate through, and to those entities for which we provide financial or contractual services.
  - Specific responsibilities include preparation of financial reporting and projections, treasury management such as investment and monitoring of excess funds, required fiscal reporting including IRS form 990, ensuring financial systems and processes generate accurate and timely financial information, generating financial reports for Board review and so on. In addition, oversight of I/T and H/R responsibilities and activities
  - In addition, work to ensure our activities are consistent with our mission, we maintain transparency with respect to our activities and results, ensure best practices in governance, and exceed our fiduciary responsibilities to our investors and funders.
  - See full current job description below.

**ALLIANCE MINERALS NORTH AMERICA, Des Moines, IA, (Dec 2006 – Dec 2007)**

- **VICE PRESIDENT, CHIEF OPERATING OFFICER**
  - Responsible for developing infrastructure and processes for start-up operation, including finance and accounting, logistics and importing, warehousing, information technology, and human resources.
  - As a member of management team, provide strategic input regarding pricing and sales strategy, recruitment, and business development.

**UNITED WAY OF CENTRAL IOWA, Des Moines, IA, (2005 – Jan 2007).**

- **CHIEF OPERATING OFFICER, (2006 – 2007)**
  - Responsibilities as Vice President, Finance and Operations were expanded to include oversight of Marketing and Public Relations, Community Impact funds distribution, and Community Services programs and activities.
  - Was a newly-created position to take advantage of my skill set and abilities to add value beyond my previous role.

- **VICE PRESIDENT, FINANCE AND OPERATIONS, (2005-06).** Responsibilities include the oversight of Finance, Operations, and Information Technology
  - Directed significant improvement in the accuracy of financial processes and systems, evidenced by financial audits which resulted in no adjustments, compared to significant numbers in prior years.
  - Directed the streamlining of closing processes while increasing the quality of the information, achieving both more accurate and timelier financial reports.
  - Identified significant savings in certain areas, including human resources, creating organized savings and freeing up dollar for mission-driven activities.
  - Worked closely with Finance Committee and improved organizational governance and investment policies and practices.

**PROLIANT/THE LAURIDSEN GROUP, INC., Ankeny, IA, (1996-2004).**

- **PRESIDENT/CEO, Proliant Dairy Ingredients, (2003-2004)**
  - Moved from CFO role to CEO role in a turnaround assignment to address the financial challenges of the business, as well as relationship issues with our joint venture partner and principal supplier of raw material.
  - Directed a turnaround of operating results as a result of strategic pricing strategies and a reduction of cost structure, with results in a several month period.
  - Was a principal negotiator in working towards a sale of our interests to our partner, including successfully justifying an attractive business sale price.
  - Established plan for and directed the transition of the business to the buyer, including managing impacts on customers and a second raw material supplier.
  - Successfully directed the closing of the transaction on time and on target.
- **VICE PRESIDENT/CFO, Proliant Inc., (1999 – 2003).**
  - As a member of the management team, helped launch the organization and grow revenues more than 50% during this time, driven by organic growth (no acquisitions).
  - Directed internal and external reporting, budgeting, and forecasting, along with treasury management and negotiating banking and borrowing relationships.
  - Involved in strategic negotiations with suppliers, vendors, and customers in finding ways to help grow the organization or improve arrangements.
  - Committed to acceptable financial performance, managing business risks, and continuous improvement of all aspects of organizational performance.
- **DIRECTOR OF FINANCIAL SERVICES, Lauridsen Group, (1996-1999).**

- Responsibilities included treasury and risk management and corporate budgeting.
- Directed the organization's credit and collection processes.
- Assisted in the acquisition of an overseas business, and was primarily responsible for the financial direction of the organization after acquisition.
- Identified and pursued significant economic development incentives.

**LIFE CARE SERVICES CORPORATION, Des Moines, Iowa (1987-1996).**

- **CONTROLLER, (1993 – 1996), ACCOUNTING MANAGER, ACCOUNTANT, (prior).**
  - Responsible for internal and external reporting, budgeting, capital cost reporting, cash flow planning and analysis, and financial projections. Complex reporting structure included several joint ventures and SPE's, and included SEC reporting requirements.
  - Significant involvement in the planning and execution of the spin-off the organization and preparing it for operation as a stand-alone entity, including negotiation with lenders.
  - Responsible for preparing business valuations for purposes of stock appraisal.

**EDUCATION AND PROFESSIONAL CERTIFICATIONS:**

- MBA, 1995, Drake University, Des Moines, Iowa
- CPA, 1991
- BBA, Accounting, 1987, Iowa State University, Ames, Iowa

**The Greater Des Moines Partnership**

**JOB DESCRIPTION**

JOB TITLE: Chief Administrative Officer

DATE: February 15, 2013

DEPARTMENT NAME/NUMBER: 801-Administration

NUMBER OF POSITIONS SUPERVISED:

EXEMPT 1.80 NON-EXEMPT

TITLE OF IMMEDIATE SUPERVISORS: CEO and President

AUTHOR OF JOB DESCRIPTION: Martha Willits

BASIC FUNCTION: (Describe the general purpose of this position.)

Oversees all financial aspects of the Partnership and its related organizations, including financial reporting and analysis, directing budgeting and forecasting efforts, and overseeing management of cash reserves and other organizational assets. In addition, oversees payroll and benefit implementation for all employees, maintenance of company-wide risk management program and oversight of organization-wide Information Technology needs and resources.

## ESSENTIAL JOB FUNCTIONS

Those fundamental job duties that an individual who holds the position must be able to perform with or without assistance of a reasonable accommodation. This is not an exhaustive list. Other duties, in addition to essential job functions, will be assigned as necessary. List in order of importance.

<u>NO.</u>	<u>DESCRIPTION</u>
1.	Manages and develops community leadership focused on the mission and goals of the Partnership. <ul style="list-style-type: none"><li>➤ Recruits and develops quality leadership</li><li>➤ Aligns community leadership to organizational goals</li><li>➤ Facilitates community leaders in financially resourcing the Partnership</li></ul>
2.	Serves on the leadership team of the Partnership as it leads the organization in the realization of its vision and mission. <ul style="list-style-type: none"><li>➤ Serves as strategic leader</li><li>➤ Serves as motivational leader</li><li>➤ Adds to team strength</li></ul>
3. <u>30%</u>	Oversee all aspects of accounting function for all related companies including paying invoices, generating revenue billing, receiving and investing cash, designing and maintaining adequate internal controls over company assets and reporting financial results in accordance with Generally Accepted Accounting Principles.
4. <u>30%</u>	Establish annual budget process and periodic forecasting process. Primary responsibility to monitor financial performance versus financial goals set forth in our annual budget process, and revised during periodic forecasting process. Responsibility for the preparation and management of our annual external audit and coordinates tax return preparation/assistance where required.
5. <u>10%</u>	Perform/oversee human resource, employee benefit plan and payroll functions for all employees, including monitoring costs and design of all benefit plans, preparing all compliance documentation, completing all Federal questionnaires, implementing all COBRA requirements, funding all plans on a timely basis and overseeing semi-monthly payroll.

6. 5%      Oversee all aspects of risk management (general/property/employment liability) including broker relationship, risk assessment, policy renewals, audits and insurance claims processing.
7. 10%     Oversee the Information Technology needs of the Partnership, including monitoring of external relationships and internal staffing/design. Assist in the development of IT strategy via participation and leadership of an internal IT committee.
8. 5%        Meet with the Finance Committee of the Partnership on a quarterly basis to discuss and present financial results, present financials to various Boards of Directors of the Partnership (DCA, Reg Ec Dev, Workforce Development, Regional Bus Development, Operation Downtown), prepare annual budget and monitor results relative to budget.
8. 10%        Monitor cash positions of all organizations and invest available resources in order to generate investment earnings, while adhering to the investment policy of the Organization.
9.              Other tasks as assigned, including assistance in the design of new businesses, review of lease agreements, copier arrangements, cellular phone arrangements, and staff development.

## **JOB SPECIFICATIONS**

Describe the minimum requirements necessary to perform successfully on this job. Be as specific as possible.

**EDUCATION:** BA or BS in Accounting. CPA certification.

**OTHER FORMAL TRAINING:** Great Plains Accounting software  
Microsoft Office software

**EXPERIENCE:** Minimum of 7 years experience. Necessary to have supervisory experience. Necessary to have diverse background with exposure to financial reporting, internal control design, payroll and benefit plans, and risk management.

**SKILLS AND ABILITIES:** Ability to communicate effectively with a wide variety of people, attention to detail, organized, proven leadership abilities.

**PHYSICAL REQUIREMENTS (SIGNIFICANT LIFTING/STANDING/SITTING):**  
Significant time sitting at desk and working on computer (more than 4 hours per day).

**Approval/Dates** \_\_\_\_\_

