

VICE PRESIDENT, FINANCE & ADMINISTRATION

The New York Women's Foundation seeks an effective, strategic and experienced Vice President for Finance and Administration (VP), to oversee finance, human resources, facilities, information technology and administrative operations. Reporting to the President & CEO, the VP is responsible for developing and overseeing finance, legal compliance, investments, donor-advised funds, other pooled funds and pooled investment funds. The VP will also lead human resources, facilities, information technology, contract management, and other operations for The Foundation and its affiliate organizations and partners. The VP will work closely with President & CEO, the Board of Directors and Finance, Audit and Investment Committees of the Board on financial performance, supervise finance and administrative staff, manage relationships with outside counsel, financial advisors, banks and audit firm. The VP must enjoy managing a hard-working team, working in a fast-paced environment and possess an affinity for issues affecting women and girls. As a member of the Senior Management Team, the VP will participate actively in organization-level planning and decision-making.

RESPONSIBILITIES

Finance

- Oversees financial performance of The Foundation. Sets clear objectives and measures performance. Assesses the timelines and accuracy of tasks performed. Monitors process, progress and results and designs feedback loops into work.
- Develops, along with the President & CEO, financial strategy and plans to support growth.
- Develops annual budgets along with the President & CEO, Senior Management and other staff to produce expenditure and cash flow reports.
- Oversees all finance department activities, as well as banking relationships.
- Oversees accounting operations and investment, asset and contract management.
- Prepares all financial statements and reports for President & CEO, Board of Directors, and funders.
- Forecasts revenue, expense and cash flow and conducts activity-based financial analyses to compliment The Foundation's operations, programs and business plans.
- Ensures that all fiscal practices meet the highest standards of integrity and comply with generally accepted accounting practices and other industry standards.
- Develops donor advisory services and the management thereof.
- Working with the Finance & Investment Committee, updates and maintains investment policy and monitors investment management.
- Maintains and improves financial systems to control and safeguard funds and

assets of The Foundation.

- Manages and oversees all insurance for The Foundation.
- Reviews all policies and recommends and implements improvements around internal controls, workflow, and business improvements.
- Ensures timeliness, accuracy and usefulness of financial and management reporting for funders and The Foundation Board of Directors; oversees the preparation and communication of monthly and annual financial statements.
- Oversees audits and proper filing of tax returns and other mandated reports.
- Ensures legal and regulatory compliance regarding all financial functions.
- Trains and supervises staff on fiscal procedures and budget management.

Human Resources

- Develops, along with the President & CEO, the Human Resources & Talent Management strategy and plans to support organizational growth.
- Ensures that all HR practices meet the highest standards of integrity and comply with legal and industry standards.
- Oversees the creation, maintenance and continuous upgrade of infrastructure and resources for all aspects of Human Resources.
- Supervises Director of Human Resources.
- Oversees the annual review of employee benefits and insures Foundation compliance with federal, state and local laws and regulations.
- Oversees overall performance management within The Foundation.

Information Technology & Facilities

- Leads the creation, maintenance and continuous upgrade of infrastructure and resources, including: data, systems, technology, policies, procedures and controls
- Oversees outsourced IT vendors, and in-house IT staff.
- Develops an annual technology plan (hardware and applications) and budget to meet the foundation's tech needs and keep technology current and efficient.
- Working with the IT consultant, develops a cyber-security plan and manage disaster recovery planning.
- Manages the interface with building management.
- Leads on space-planning and maintenance.
- Manages procurement, contracts and vendor relationships.
- Develops a plan for managing data, document recovery and archives.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

- A minimum of a bachelor's degree a CPA and/or MBA would be a plus.
- At least 15 years of relevant, progressive work experience in a non-profit or philanthropic foundation setting with a budget exceeding 20 million; 12+ years of

- financial management experience.
- Strong knowledge of GAAP as applied to non-profit accounting.
 - Demonstrated experience in Financial Management and accounting, including experience in audit, compliance, contracts and budget.
 - Experience with grants management and compliance strongly preferred.
 - Experience in oversight of investments, socially responsible investing, familiarity with endowments, restricted gifts and donor advised funds.
 - Solid experience supervising senior staff and working collaboratively in a management team environment.
 - Experience managing implementation of new systems, software and working with information technology staff.
 - Experience with finance and accounting software packages.
 - Excellent written and oral communication skills.
 - Demonstrated leadership ability, team management, interpersonal skills and good judgment.
 - Self-starter who demonstrates the highest standards of integrity.
 - Excellent analytic and abstract reasoning, problem-solving and organizational skills.
 - Strong business partner who has successfully negotiated favorable terms with vendors, suppliers and others.

HIRING POLICY:

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

COMPENSATION:

Commensurate with experience

TO APPLY:

Please send cover letter, salary requirements and resume to:

hr@nywf.org

Or via mail to:

The New York Women's Foundation
39 Broadway, 23rd Floor
New York, NY 10006
Attention: Human Resources

NO TELEPHONE CALLS PLEASE.