JOB ANNOUNCEMENT: Vice President, People & Operations

SUMMARY:

Reporting to the President & CEO the Vice President, People & Operations (hereinafter “VP-P&O or VP”) oversees the daily operations of The Foundation in alignment with its mission, vision, strategic plan and goals and objectives and is responsible for human resources, facilities, information technology (IT) and other operational functions, such as legal and regulatory compliance, and Foundation culture. As a member of the senior management team, the VP-P&O will assist in developing and implementing business strategies, transactions, plans; practices, and procedures to sustain and enhance Foundation viability and growth.

The VP-P&O will be highly engaged with the President & CEO in providing strategic, as well as, tactical and operations guidance and solutions.

RESPONSIBILITIES:

People

· Develops, communicates and manages all human resources functions such as talent acquisition and succession planning; training and professional development; benefits and compensation; people relations, and organizational and performance management in support of the overall business plan and strategic direction of the Foundation
· Leads and manages human resources retention and motivation by being an exceptional role model and internal consultant
· Establishes policies, procedures, and practices that promote Foundation culture and its vision
· Selects and manages benefits and compensation that help to recruit, motivate and retain people
· Develops and manages the human resources budget in ways that prevent leakage and preserves resources

Operations

· Collaborates with the President & CEO and Leadership Team to define, update and implement the Foundation’s long-term mission, vision, strategic plan and goals and objectives
· Plans, directs, coordinates and oversees Foundation activities and ensures the development and implementation of efficient operations and cost-effective systems to meet current and future needs
· Maintains knowledge of and ensures Foundation compliance with relevant laws and regulations
· Maintains knowledge of emerging technologies, business practices, and resources to assist the Foundation in meeting its mission.
· Identifies training needs and solutions
· Partnering with the VP, Finance to oversee Foundation budgets
Facilities

- Oversees facilities, equipment, furniture, and other Foundation property and materials consistent with budgets, and applicable codes, contractual requirements, architectural, maintenance and inventory standards.
- Oversees facility inspections, maintenance, renovations, installations and safety
- Maintains a working relationship with landlord to ensure timely communication of all related needs and issues
- Assists with the preparation of the facility’s annual or capital budgets and manages budgets to preserve resources and prevent leakage
- Manages needs and issues so they are quickly identified, communicated appropriately and resolved.

Information Technology (IT)

- Manages Foundation IT needs and functions to ensure that the Foundation resources are properly protected, distributed and preserved
- Identifies, recommends and implements new processes, technology and systems to improve and streamline Foundation processes and materials
- Oversees the acquisition, proper maintenance, and repairs of equipment and software as needed
- Establishes, communicates, and implements IT-related policies, practices, security and standards

In addition to the above functions, the VP-P&O also performs other duties as assigned.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

The VP, People & Operations will have experience managing a diverse portfolio of administrative functions including HR, IT, contracts, operations, facilities and compliance and other related activities. The Vice President, will have the following qualifications, experience and attributes:

- A minimum of a Bachelor’s Degree and/or MBA or JD would be a plus.
- At least 15 years’ experience as a VP, People & Operations or equivalent, preferably in a nonprofit organization with a budget exceeding $10 million.
- Experience in partnering with executive staff, resulting in the development and implementation of policies and procedures.
- Solid experience supervising staff and working collaboratively in a management team environment.
- Experience managing implementation of new systems, software and working with information technology staff.
- Experience with human resources, facilities and information technology 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:**

Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

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. Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.

**COMPENSATION:**

$175K

**TO APPLY:**

Please send cover letter and resume to:

hr@nywf.org

**NO TELEPHONE CALLS PLEASE.**