



---

## OPEN POSITION ANNOUNCEMENT: VICE PRESIDENT, FINANCE & OPERATIONS

### WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization whose mission is to advance child health equity through policy, research and community engagement.

### POSITION SUMMARY

TCP is seeking an effective, strategic and experienced nonprofit executive to oversee the planning, development, implementation, and maintenance of TCP's administrative, operational and financial services, supporting and promoting TCP's goals and objectives. The Vice President, Finance & Operations will report to the President and be a strategic thought-partner and organizational leader. The VP will oversee finance, people operations, administration, and IT. The VP will play a critical role in partnering with the senior leadership team in strategic decision making and general operations as TCP continues to enhance its quality policy and programs work and build capacity.

### OUR VALUES

Balance, Equity, Growth, Accountability and Trust

### PRIMARY RESPONSIBILITIES

- Oversee the day-to-day operations of finance, human resources, information technology, and general administrative efforts and ensuring each department operates harmoniously together in support of TCP's mission
- In collaboration with finance and administration department staff, develops, implements, operates, maintains, and controls the essential operating systems, information, and financial business of TCP
- Provide thought leadership to the President & Board of Directors
- Define and implement operations strategy, structure, and processes

### Leadership

- Ensure the organization is complying with accounting regulations, legal restrictions, employment rules, and other industry-specific regulations
- Manage the company's financial operations, including budgeting, forecasting, and auditing.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and equity
- Set goals and priorities with the leadership team that are in line with the organization's mission, define and implement key performance indicators and strategic objectives for TCP finance and operations and facilitates measurement of those objectives, reporting results to the leadership team

- 
- Drafts and implements policies and best practices to support achievement of objectives and required standards.

## Finance

- Advise the President and Board of Directors on financial planning, budgeting, cash flow, investment priorities, and policy matters
- Serve as the liaison to the Board Finance & Audit Committees
- Ensures compliance with federal, state, local, and organizational laws, regulations, guidelines, and best practices, including but not limited to tax laws and generally accepted accounting principles (GAAP)
- Lead the annual operating plan and budgeting process, ensuring alignment with strategic focus and priorities and grant deliverables; review annual program planning proposals and requested budgets provided by the Program Directors
- Supervise a full-time Finance Manager and a part-time accounting firm as they manage the day-to-day financial operations of the organization

## Human Resources

- Manage relationship with TCP's Professional Employment Organization (PEO)
- Oversee and further develop TCP's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting
  - Manage the compensation and benefits programs to ensure they are competitive, fair, and align with the organization's values and goals
  - Develop and implement effective employee communication strategies
  - Work closely with the operations manager to support team culture

## Data & Information Technology

- Manage organization facilities and operations both on-site and virtually, IT and database infrastructure
- Oversee direction, policies, and procedures for TCP's data management, reporting, and outcomes measurement to ensure excellent data management, analytics, and business processes are in place
- Ensures availability of adequate and appropriate equipment, staffing, and systems; recommends additional staffing and services
- Collaborate with the Leadership and Program Teams to define, monitor, and report on key impact metrics
- Oversee and/or complete projects related to modifying, updating, and improving existing technology systems and processes

### Administration

- Develop, implement and refine administrative policies, procedures, and strategies to ensure efficient operations and support the organization's overall goals and objectives
- Serve as a liaison to the Board
- Oversee all organizational record-keeping

### Supervisory Responsibilities

- Supervise three team members: a Finance Manager, an Executive Assistant and an Operations Manager
- Oversees the responsibilities and projects of the finance & operations team
- Provides constructive feedback and timely performance evaluations to finance & operations team members
- Performs other duties as required.

### QUALIFICATIONS AND COMPETENCIES

- A minimum of 15+ years of experience of progressively responsibility in human resource management, administrative and financial services experience is required. Experience in and/or knowledge of social justice-oriented nonprofits is preferred
- BA/BS degree required
- Excellent verbal and written communication skills.
- Thorough knowledge of financial and legal best practices and requirements with a proven ability to provide sound and ethical financial counsel to executive leadership.
- Thorough understanding of and personal involvement with systems and methodologies of finance and administration.
- Knowledge of and experience with of all aspects of HR management
- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Ability to quickly build trust, credibility, and goodwill, both internally with staff, and externally with allies, funders, and board members
- Strong supervisory and leadership skills.
- Proficient with Microsoft Office Suite or related software.
- Demonstrated strong cultural humility and commitment to racial equity and anti-racism

### APPLICATION PROCESS

The Children's Partnership has partnered with The Job Plugs, an executive search and recruitment firm to lead its Vice President of Finance and Operations search. Interested candidates should submit a resume and cover letter by applying using the following link: [VP of Finance and Operations](#).

### **SALARY & BENEFITS**

The starting salary range for this position is \$140,000 - \$160,000 based on experience and skill set. The Children's Partnership also offers an excellent benefits package which includes 100% employer paid premiums for health, vision, dental, life insurance, and long-term disability. TCP offers a matching 401K, generous time off policies and dedicated professional development funding that encourages and supports growth opportunities for all full-time team members.

TCP is an Equal Opportunity Employer that values and welcomes diversity in the workplace and will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances.