



Job Title: Vice-President of Culture, People and Operations

Reports to: President

Status: Full-time, Exempt

Location: Hybrid

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

The Vice President of Culture, People and Operations provides leadership across internal operations—including human resources, administration, finance and technology—with a focus on building structures and processes that support staff well-being, collaboration, and effectiveness. This is a leadership position for someone who is passionate about people and culture—someone who excels at building strong systems in administration, human resources, finance, and technology that foster a thriving and equitable organizational culture.

Reporting to the President and serving as a member of the senior leadership team, the Vice President partners closely with the President and the Vice President of Policy and Advocacy to ensure TCP's operations are aligned with its mission, vision, and long-term strategic goals.

This is a role deeply invested in people. The Vice President provides strategic leadership for TCP's human resources and talent development systems—championing equitable practices, cultivating an inclusive workplace, and fostering a culture of learning, growth, and psychological safety. They ensure staff have the tools, systems, and support they need to thrive, while also overseeing technology and administrative systems that meet the needs of a primarily remote team.

Additionally, with the support of our strong Finance Team, the VP leads TCP's financial strategy and stewardship, ensuring responsible use of resources, long-term sustainability, and alignment with organizational values.

A key part of this role is supporting and staffing TCP's leadership team—facilitating collaboration, strengthening communication, and ensuring the team is aligned, accountable, and working in service of TCP's mission. The Vice President brings a people-centered, equity-focused lens to every aspect of operations, modeling humility, care, and transparency while building strong, collaborative systems that enable the organization's impact.

OUR VALUES

Balance, Equity, Growth, Accountability and Trust

PRIMARY RESPONSIBILITIES

- Champion a culture of belonging, transparency, and shared leadership through strong internal communication, inclusive policies, and equity-centered practices.
- Ensure organizational internal operations run smoothly and efficiently with a focus on providing the systems, tools, and support staff need to thrive
- Strengthen the organization's human resources systems, with a focus on equitable practices, talent development, and staff engagement.
- Provide leadership and oversight for the organization's financial, human resources, operational, and legal compliance systems, ensuring alignment with mission and long-term goals.
- Collaborate with the President and senior leaders to build, support, and manage a high-performing leadership team.
- Lead financial and operational strategy, ensuring responsible stewardship of resources, long-term sustainability and compliance with legal, regulatory and operational standards
- Provide direct supervision to the Finance and Operations team, ensuring effective implementation of financial and organizational systems.

Leadership & Organizational Strategy

The Vice-President assures operational and programmatic priorities are aligned with the organization's strategic vision.

- Leads the design, facilitation, and follow-up of TCP leadership team meetings to focus on strategic priorities, foster shared decision-making processes, and execute follow-through and accountability.
- Serves as the primary liaison to the Board of Directors on matters related to finance, operations, legal compliance, and operational strategy implementation.
- Promotes a culture of high performance and continuous improvement that values learning, foster collaboration grounded in trust and self-awareness, and demonstrates a strong commitment to anti-racist practice
- Overseeing an inclusive team-based approach to collaborative planning and shared accountability across the organization to achieve TCPs strategic priorities.
- Develops and implements frameworks to assess organizational effectiveness, including metrics for strategic goals, equity outcomes, and impact.

Financial and HR Strategic Oversight

The Vice-President provides strategic oversight of TCP's financial systems and operational processes, with a focus on people and culture.

People and Culture

- Define and steward a comprehensive human capital strategy encompassing compensation, benefits, recruitment, performance management, and supervision—ensuring all systems are equitable, transparent, legally sound, and aligned with organizational values.
- Design and oversee performance and talent development frameworks that support professional growth, leadership development, and a culture of continuous improvement.
- Lead policy development and systems-level HR strategy, including evaluation structures, risk protocols, and pay models, to ensure consistency, strategic alignment, and impact.
- Drive organizational culture and employee engagement initiatives that cultivate belonging, inclusivity, self-leadership, and joy across the workplace.
- Lead efforts to assess and evolve organizational culture, using data to inform decision-making and drive inclusive, anti-racist change across teams and systems

Finance

- Lead the development and oversee execution of the organization's annual budget and financial strategy, ensuring alignment with strategic goals and long-term sustainability.
- Oversee financial systems and monitor financial performance and trends to inform executive decision-making, while ensuring strong internal controls, compliance, and risk management systems are in place.
- Ensure sound financial operations and compliance with all federal, state, and local regulations, as well as grant-specific financial requirements.
- Ensure collaboration between finance and other departments to improve financial literacy and operational efficiency across TCP.

Administration, Data & Information Technology

- Oversee direction, policies, and procedures for TCPs data management, reporting, and outcomes measurement to ensure strong data management, analytics and business processes are in place
- Ensure the organization's facilities, equipment, and technology infrastructure support a high-performing, remote-first culture
- Oversee the design, implementation, and monitoring of technology systems and processes to ensure they meet staff needs and support a high-performing culture
- Design and oversee effective administration of organizational policies and procedures to ensure efficient operations

Legal, Financial & Risk Governance

- Lead the organization's legal compliance strategy, ensuring ongoing adherence to all federal, state, and local nonprofit laws and regulations.

- Maintain and protect the organization's 501(c)(3) tax-exempt status, including governance standards, public reporting, lobbying restrictions, and charitable requirements.
- Guide the development and oversight of risk management frameworks and insurance policies that support organizational sustainability.
- Retain and manage legal counsel; ensure bylaws and board governance practices remain current and aligned with California law.

Financial and Operations Team Leadership

- Lead, build, and support the Finance and Operations team, ensuring alignment with organizational values and priorities.
- Supervise at least two direct reports (currently the Director of Finance and the Operations Manager), with additional administrative/operations staff as the organization evolves.
- Cultivate a strong, collaborative team culture that fosters accountability, professional growth, and operational excellence.

WHO YOU ARE

- You are level-headed, steady, and thorough—able to zoom out for big-picture strategic thinking and zoom in to solve complex, detailed problems when needed.
- You communicate with clarity, kindness, and intention—tailoring information and tone to your audience's needs so that others can make informed, confident decisions.
- You love working with people—one of your superpowers is helping teams build trust, foster collaboration, and develop the skills and culture needed to thrive together.
- You lead with humility, honesty, and care—creating an environment of psychological safety where people feel seen, heard, and valued, and where it's safe to take risks, make mistakes, and grow.
- You thrive in building what doesn't yet exist—whether it's a new process, team, or system—and you're energized, not intimidated, by messiness, ambiguity, and the opportunity to create order from chaos.
- You are highly organized and solution-oriented, able to pivot quickly when things aren't working, and you communicate openly and clearly—including the confidence to name the things others are thinking but aren't saying.
- You connect dots across issues, teams, and systems, and you deeply understand the value of finance and operations in driving an organization's mission—making that connection clear and accessible to staff across all roles.

QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree required with additional professional development in financial management, nonprofit management, and/or human resources preferred
- At least 10-15 years of executive experience in senior leadership roles, such as COO, Managing Director or comparable position with a track record of managing cross-functional teams and leading organization-wide change initiatives.
- Proven ability to build and lead inclusive, people-centered organizational cultures that prioritize transparency, psychological safety, and anti-racist practice.
- Demonstrated experience in human resources leadership, including a strong understanding of compliance, compensation, benefits, performance management, and talent development—balancing a big-picture vision with the ability to design detailed systems and processes that promote equity and well-being.
- Experience overseeing the development and implementation of technology systems that support staff collaboration, data management, and efficient operations—able to translate organizational needs into effective solutions, working with technology experts as needed.
- Experience with nonprofit finance, including budget development, financial strategy, risk management, and compliance, with the ability to ask strategic questions, guide direction, and ensure strong financial stewardship

SALARY & BENEFITS

The salary for this position will be at the salary rate of \$140,000-\$185,000 annually, 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. This position may be based anywhere in California.

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.