



Community Wealth Partners

A Share Our Strength Organization

Vice President of Operations and Finance

The position requires a combination of remote work and in-person presence in our downtown-DC offices.

About You

You crave social purpose in your work and a work environment that values learning and collaboration. You have a knack for helping organizations evolve and manage increasingly complex operations and finance functions. You enjoy partnering with teams to support and equip them to do their best work.

About Community Wealth Partners

Community Wealth Partners (www.communitywealth.com) is a social sector consulting organization. **We are guided by a vision of a world where all people have what they need to fully live into their potential, particularly those who are kept furthest from resources and power.** Achieving this vision will require change from every corner of society, working to dismantle oppressive systems, redistribute resources, and restore power for people historically denied it. In pursuit of this vision, we partner with nonprofit and philanthropic organizations to create strategies, implement them, build capacity, engage stakeholders, and learn what works in pursuit of their missions.

Core to who we are is how we work. Our partners know we aren't afraid to initiate difficult conversations, surface unspoken assumptions, and question the status quo. We leverage our team's expertise and partner with others to ensure clients get the comprehensive, integrated services they need. We journey with partners for the long haul, bringing joy and levity to the process of co-creation, flexing as their needs shift, and staying focused on the impact they seek to create.

We believe making lasting impact requires our partners and us to center racial equity in our work. Since 2015, we have been on a journey to be more intentional about advancing racial equity. At the beginning of 2020, we further solidified our commitment to racial equity (see communitywealth.com/racial-equity-commitment) by explicitly naming it as central to our vision and identity. We are on our own journey to pursue racial equity and inclusion daily through our work. We recognize we have work to do in many areas, including the racial diversity of our board and staff, and we dedicate time and resources for continuous improvement. Right now, we are revising our process for deciding which business opportunities to pursue, with an eye to decentralizing decision making and consistently advancing racial equity through our client engagements.

We seek a new executive team member to lead our business operations and finance function at this exciting moment in the evolution of our organization and its business model.

Position Description

Community Wealth Partners is seeking a Vice President of Operations and Finance to join us on a full-time basis. Reporting to the CEO, the Vice President will serve as a member of the executive team, leading our business operations and finance function. This position will work closely with the other members of the executive team, including our CEO and our Vice President of Talent, to strategically guide the organization. The Vice President of Operations and Finance will lead the development and implementation of financial and operational strategies to achieve our goals, build and/or evolve the infrastructure (e.g., people/partners, processes, systems, policies) required to ensure the smooth and effective functioning of the organization, and manage the day-to-day tactical execution of our business operations and finance function.

Today, our organization has nearly \$6 million in annual revenue and fifteen staff. Over the last several years, we have evolved our business model, strategically building a pool of project-based affiliate consultants and subcontractors to complement our in-house expertise. Additionally, we have developed a set of intermediary services to support our clients in managing large numbers of relationships and distributing funds to large numbers of stakeholders in support of a shared vision to shift power and resources to those who historically have not had access to power and resources. For example, this might involve paying stipends to a team of community members who are leading research to inform a client's strategy, or distributing funds to nonprofit organizations to support their participation in a capacity-building program funded by a philanthropic organization. The Vice President will be responsible for analyzing and helping us thoughtfully evolve our current infrastructure to best support the increasing volume of relationships and fund distributions, while keeping the people who are most impacted (e.g., our team, our clients, our clients' stakeholders) at the center.

The Vice President will be adept at building quick rapport and working in a highly collaborative, responsive, service-oriented and transparent manner with others to achieve the organization's goals. The Vice President will work with direct reports, full-time and part-time staff, affiliated consultants, subcontractors, clients, board of directors, outsourced partners who support our business operations, landlords and subtenants, and the leadership and administrative staff of our parent organization, Share Our Strength. The Vice President will excel at thinking and operating at a strategic, systems level as well as executing at a tactical level.

Key Responsibilities

Executive Leadership: Work collaboratively with other executive team members to provide strategic and operational leadership across core functions of the organization and take accountability for overall organizational performance. Transparently share information with staff, unleashing their knowledge, talent, and perspectives in helping lead and advance core functions of the organization. Serve as a steward of the organizational culture.

Operations: Regularly assess and analyze the efficiency and effectiveness of our infrastructure, including the people/partners, processes, systems, and policies. Lead the evolution of our operations to match our strategy, business model, and values. Manage our intermediary services, ensuring the smooth and accurate management of large numbers of relationships and the distribution of funds to large numbers of stakeholders. Lead all contracting for the organization, negotiating contract terms and fees with clients, affiliated consultants, subcontractors, and outsourced business partners, liaising with outsourced general counsel, as needed. Partner with our capacity management team to ensure appropriate staffing levels to achieve enterprise-level financial and impact goals.

Finance: Serve as a forward-thinking, strategic thought partner around finance to the executive team, proactively identifying opportunities to optimize our financial position in pursuit of our mission and in a manner that is aligned with our values. Manage relationships with and guide activities of our outsourced accounting firm, audit firm, tax firm, business filing services firm, banking and investment firms, and insurance brokers. Oversee all financial processes, including employee expenses, accounts payable, accounts receivable, revenue recognition, cost management, cash management, month-end closing processes, financial statement preparation, financial reporting, and project-level and enterprise-level budgeting, pricing, and forecasting. Serve as the primary liaison with the Board Audit & Finance committee.

Human Resources Administration: Manage relationships with and guide activities of our outsourced payroll and benefits administrator. Maintain employee files, data and employee handbook, including all organizational policies and protocols.

Office Management: Manage our two office spaces in Washington DC, including related relationships and lease / sublease agreements.

Information Technology: Ensure we have the IT infrastructure, equipment and access to expertise needed to meet our organizational goals. Oversee relationships and guide activities of outsourced IT providers in partnership with our Sr. Manager of Strategy & Operations.

Supervision: Supervise and support the development of the Sr. Manager of Strategy & Operations who currently holds key responsibilities in IT, data systems and analysis, and project staffing and capacity management.

Desired Qualities

- Commitment to our [vision](#) and [values](#), in particular a commitment to embedding equity in our processes, policies and practices.
- 15+ years of relevant experience.
- Successful track record of executive-level management of business operations and finance. Experience in a for-profit, project-based environment is a must. Experience in a professional services or consulting environment is a plus.
- Senior-level management experience in human resources administration, office management, and IT is a plus.
- Proficiency in the following software programs and cloud-based applications: QuickBooks Online, Bill.com, SharePoint, Salesforce, and Microsoft Office.
- Experience evaluating, recommending, and implementing new software and cloud-based solutions to maximize efficiency and effectiveness within an organization is a plus.
- Highly skilled and experienced in negotiating agreements (e.g., contracts) with outside parties, such as clients, partners, vendors, etc.
- Exceptional interpersonal skills, with an ability to quickly build trusting relationships with individuals at different levels and from different backgrounds.
- Exceptional communication skills, with an ability to communicate clearly, authentically, transparently across the organization, with diverse stakeholders with varied levels of financial knowledge.
- Exceptional project management skills with great attention to detail and organization.
- Highly responsive, flexible, service-oriented, and able to shift seamlessly between thinking strategically and executing tactically.

Compensation and Benefits

- Salary range of \$190,000 to \$215,000 commensurate with experience.
- Full-time, exempt position, working 45 hours per week.
- 15 days of vacation, 4 personal days, 12 paid holidays, paid time off for week prior to New Year's Day, paid sick leave, and a flexible, family-friendly work culture.
- We provide medical, dental, vision, short- and long-term disability, life and AD&D insurance, with the company covering ~80% of the costs of the insurance package.
- Retirement benefits in the form of employer match equal to half of employee's contribution up to 16% of base salary (i.e., up to 8% match) after one year of employment.

Hiring Process and Timeline

- **Applications received before September 26, 2022 will be given priority;** after that date we will review applications as needed until the position is filled.
- Based on our initial review of applications, we will schedule brief introductory phone calls with selected applicants.
- Applicants who advance to the next stage will be invited to a virtual interview. If you are interviewing, you will receive additional details at least one week in advance.
- Finalists will advance to a second virtual interview, and we will make an offer shortly thereafter.
- We would like to have the selected candidate start at the earliest possible date after their selection.
- Please note that a record of complete vaccination against COVID-19 is required.

Interested parties should submit cover letters and resumes via this [application form](#) or the Community Wealth Partners careers page: <https://communitywealth.com/careers>. Community Wealth Partners is an equal opportunity employer. Black, Indigenous, and other people of color (BIPOC) candidates are strongly encouraged to apply. More information about Community Wealth Partners is available at www.communitywealth.com.