

# VP of Finance & Administration

Full Time Regular  
Senior Management  
Washington, DC, US

Today  
Requisition ID: 1150

## Salary Range:

\$175,000.00 To \$190,000.00 Annually

**DEPARTMENT:** Finance and Administration

**REPORTS TO:** President and CEO

**LOCATION:** Washington, DC

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

**PRIMARY OBJECTIVE:** Oversees financial and administrative services, ensuring these functions support the mission and objectives of Bread for the World, a 501(c)4 organization ("Bread"), and a 501(c)3 affiliate, Bread for the World Institute ("Institute").

## PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. The Vice President reports directly to the President/CEO and will collaborate closely with other members of the executive team, including Managing Director, Vice President for Development, and Director of Organizing and Faith Engagement.
2. Provide coordinated management of the organizations, including providing counsel and advising Bread in shaping organizational culture and management strategies. Work closely with the senior leadership team (currently embodied in the Strategy Council) to contribute to organizational development and effectiveness.
3. Alongside the Board Liaison and President/CEO, serve as staff liaison to the Board of Directors' Finance and Administration Committee (and its Investment Subcommittee) and Audit Committee.
4. Provide leadership to strengthen the organization's culture, effectiveness, and capacity to work well as a team, inspiring innovation, collaboration, collegiality and project management. Ensure compliance with federal, state, and local requirements.
5. Alongside the President/CEO, serve as a trustee of the 401(k) plan. As an organizational officer fulfilling the roles of Chief Financial Officer and Chief Human Resources Officer, review, and sign on behalf of organizations financial documents including such as business contracts, summary plan descriptions, grant reports, audit engagement letters, audit reports, and 990's.
6. Oversee and facilitate the ongoing work of finance and accounting functions:
  1. Monitor a budget of up to \$14 million for Bread and Institute, cash management, payroll, endowment fund investments, and other financial analysis.
  2. Oversee annual budgeting process and year-end forecasting (including revenue projections in partnership with the Vice President for Development).
  3. Provide analysis to enable leadership team and boards to make informed decisions.
  4. Oversee and facilitate human resources and internal communications.

1. Champion professional and leadership development that builds a high-performance culture and boosts employee engagement and retention.
2. Oversee competitive salary structures and benefits packages.
3. Manage systems for performance reviews, goal setting, and continuous employee development, skill building, and career growth.
4. Oversee recruitment and hiring process from sourcing and selection to onboarding, ensuring effective talent acquisition.
5. Mediate disputes, handle disciplinary actions, and foster a positive, inclusive work environment.
5. Oversee and facilitate information systems and information technology.
6. Oversee and facilitate facilities management, including office operations and matters relating to facilities, insurance, and major equipment acquisition and maintenance and disaster preparedness for staff in Washington, DC office and staff located remotely. Negotiate and manage project-related contracts with consultants, contractors and suppliers and property subleases.
7. Bread is contracted to manage some financial, human resources, and administrative services for a small 501(c)3 organization, the Alliance to End Hunger ("Alliance"). Collaborate with the President of the Alliance to provide counsel regarding financial and administrative services per the defined services in the Memorandum of Understanding.

#### **SECONDARY RESPONSIBILITIES/ACTIVITIES:**

1. Represent Finance and Administration department in special meetings or on task forces as required.
2. Provide coverage for the President and/or Managing Director in circumstances where one or both may be unavailable, when assigned.
3. Provide senior leadership to ad hoc projects as required.

**SUPERVISION EXERCISED:** Supervise Director of Finance, Director of Data, Insights, and Information Systems, Senior Business Officer, Senior Manager of Administrative Services, and Senior Human Resources Manager.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- A demonstrated senior level track record of at least 10 years of success leading financial and accounting operations, including at least 5 years in a leadership role. Strong preference for candidates with an understanding of nonprofit accounting practices for 501(c)3 and 501(c)4 organizations. Preference for CPA or master's degree with strong experience in financial leadership.
- Demonstrated success in managing all financial management activities of an organization including implementation of financial information and control systems, general ledger budgeting, cost allocation, etc.
- Demonstrated experience in management of daily, monthly, and annual financial statements, audits, contracts, grants, compliance matters, and in developing and presenting financial reports on a timely basis to senior leadership.
- Demonstrated knowledge of financial control systems including those that directly relate to nonprofit organizations.
- Proven record in human resources leadership, including recruitment, compensation, and benefits; pension analysis; employee relations; compliance; performance management; and professional and organizational development, training, and management programs.

- Passion for fostering a positive work environment and enabling employee growth and success.
- Experience in oversight of information services, information technology capacity, facilities management, and disaster preparedness.
- Experience managing and coaching a department or team. Demonstrate strong, collaborative management skills and the ability to work in a fast-paced environment on a multitude of issues simultaneously.
- Prior experience working with boards and auditors.
- Ability to inspire trust, organize people in teams, and motivate them to work well together, including those that cross racial, ethnic, theological, and cultural lines.
- Experience thinking strategically, creatively, and tactically.
- Strong verbal and written communication, negotiation, and interpersonal skills; ability to facilitate connection with groups of various sizes and types across organizational hierarchies, structures, and geographical distances.
- Ability to work independently as performance and outcomes are assessed by executive leadership. This position is accountable to chairs of the board's Finance & Administration and Audit Committees, but committee chairs do not have direct authority.
- Ability to contribute to strategic decision-making affecting organization-wide priorities.
- Ability to build strategic relationships which require exceptional credentials and highly developed leadership skills.
- Highest level of personal and professional integrity and quality standards.
- A passionate personal and organizational commitment to the mission of Bread for the World.

#### **WORK ENVIRONMENT ISSUES:**

- Availability to work off-site during evenings, weekends and holidays is required to support time sensitive matters such as preparation of donor proposals, employee relation matters, resolution of disruption of information technology services, and review of critical contracts.
- Bread is a hybrid organization, with most personnel expected to be in the office at least two days per week.

#### **CULTURAL EXPRESSIONS:**

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

#### **OUR VALUES:**

1. ***We value our faith.*** Our faith in Christ is the foundation for our hope, story, mission, and values, and compels us to love our neighbors near and far.
2. ***We value human flourishing.*** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to be in right relationship with God, self, neighbor, and the environment, and to freely access enough nutritious food for good health.
3. ***We value justice.*** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings and protect people who experience hunger and poverty from oppression.
4. ***We value courage and prophetic voice.*** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.

5. ***We value nonpartisanship.*** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and politically unbiased approach to develop and implement laws and programs to achieve our mission.
6. ***We value collaboration.*** We believe in working alongside and building community with diverse churches, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. ***We value impact.*** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for those affected by hunger.

**DISCLAIMER:**

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.