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Vice President for Finance and Administration

Company: American Jewish World Service

Location: New York City Metropolitan Area (Hybrid)

Date: October 22, 2024

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About America Jewish World Service (AJWS)

American Jewish World Service is the leading Jewish organization working to fight poverty and justice in Africa, Asia, Latin America and the Caribbean. Through philanthropy and advocacy, we respond to the most pressing issues of our time—from disasters, genocide and hunger, to the persecution of women and minorities worldwide. With Jewish values and a global reach, AJWS is making a difference in millions of lives and building a more just and equitable world.

AJWS works to advance equity and justice — from tackling authoritarianism and the climate crisis to supporting Indigenous communities and strengthening the leadership of women and LGBTQI+ — by supporting social change organizations in the Global South and advocating for U.S. and global policies protecting human rights.

In both our international grant making and advocacy, AJWS focuses on four central issues that we believe are key to securing human rights and ending poverty:

- Humanitarian and Disaster Response
- Civil and Political Rights
- Land, Water, and Climate Justice
- Sexual Health and Rights

At AJWS we're united by a deep belief in the human dignity of each and every person. For some that belief is anchored by history. For others, it's rooted in religious teachings or in the personal

relationships that shape our lives. No matter who we are or where we're from, everyone in the AJWS community finds sources of inspiration to work for a better world.

Learn more about AJWS [here](#).

The Opportunity

Reporting to the Executive Vice President (EVP) and serving as a member of the Executive Leadership Team (ELT), the Vice President (VP) of Finance and Administration role is an incredible opportunity for a highly skilled, strategic finance leader who is passionate about human rights.

As a member of the Executive Leadership Team (ELT), the VP is responsible for both divisional and organizational results and thus must exercise an enterprise-first mindset so AJWS can continue to advance the rights of marginalized people in Asia, Latin America, Africa and the Caribbean. The VP leads a team of fourteen (14) across four (4) functional areas:

- Finance
- Information Technology (IT)
- Risk Management
- Facilities Management

The VP of Finance & Administration also holds key board relationships and serves as the senior advisor and lead of three important board committees: Finance & Audit Committee, Audit and Risk Management Committee and the Investment Committee. They also serve as a strategic partner to the EVP, CEO, Board Treasurer, VP of People & Culture, VP of Development, VP of Programs, and other cultural carriers and organizational leaders.

Responsibilities include, but are not limited to:

Executive Leadership:

- Lead and manage the Finance & Administration division to deliver operational excellence and advance organizational goals.
- Serve as an active member of the ELT and bring a forward-looking and proactive stance to the organization's financial, risk, facilities and IT functions.
- Ensure that all elements of the Finance & Administration division are aligned in support of strategic and programmatic changes.
- Build collaboration, trust, and open communication with key internal and external stakeholders (CEO/President, EVP, ELT, Board of Trustees, Division, Departments, donors, vendors, consultants, contractors).
- Partner with members of the Board of Trustees to provide comprehensive presentations and reports to the Finance and Administration, Audit and Risk Management, and Investment Committees of the board.

- Monitor and approve policies and procedures relative to financial, administrative, and IT processes and systems to ensure stability, compliance, and sound risk management, while improving operational effectiveness.
- Partner with ELT on major fundraising initiatives and ensure all compliance processes are maintained and reviewed.

Finance

- Advise on long-range financial implications and organizational planning and regularly report financial results and provide financial analysis for a 100+ employee global organization with \$30M investment portfolio.
- Partner with the CEO, EVP, Board Treasurer, and Investment Committee Chair and committee members to ensure the socially responsible and effective investment of AJWS assets.
- Ensure timely and accurate budget modeling, analysis and financial reporting for the ELT and Board of Trustees.
- Create clear and user-friendly financial reports that support various levels of the organization to understand our financial position and make data driven decisions.
- Direct long-term revenue and cost management to advance organizational strategy.
- Certify audits, ensure tax returns are filed and required financial reports are submitted to regulators on a timely basis.
- Ensure that all relevant information is compiled in financial statements, with accompanying disclosures, and present this information to various internal and external stakeholders.
- Ensure that the finance staff maintains financial record systems and processes in accordance with Generally Accepted Accounting Principles (GAAP) and monitors the use of all funds.

Information Technology (IT)

- Identify opportunities and champion the development of new strategies for effective digital transformation.
- Ensure the IT strategic plan harnesses potential and maximizes productivity.
- Certify IT staff maintains appropriate records and compliance in accordance with best practices and audit recommendations.
- Provide strategic guidance on the evaluation of internal systems and business processes to ensure efficiency and responsiveness to the organization's needs.
- Ensure that AJWS maintains competitive data security practices.

Risk Management and Administrative Services (RMAS)

- Lead an enterprise-wide approach to risk management at AJWS that reflects and adapts to changing global circumstances and requirements, ensuring the continued evolution of risk management capabilities to safeguard the organization's mission and long-term sustainability.
- Partner with members of the ELT community in quickly and respectfully addressing matters related to Safety & Security.

- Mitigate operational risks including maintaining internal controls, reviewing insurance coverage and providing updates to the ELT and the Board as needed.
- Inspire risk-aware thinking to enable AJWS to run effectively, operate efficiently and manage thoughtfully.
- Provide strategic guidance on the mitigation and assessment of domestic and international security risks including regular participation in the Crisis Management Team.
- Provide leadership and guidance regarding the development and implementation of capital planning and facilities projects as well as the maintenance of AJWS Global Headquarters in New York and AJWS international regional offices in Africa, Asia, and Latin America and the Caribbean.
- Ensure compliance with relevant internal policies and procedures as well as federal, state and local regulations applicable to all organizational activities.

Candidate Profile

The following offers an aspirational view of the ideal candidate profile; we encourage application from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

Passion for the Mission

A mission-driven leader, our next VP sees this role as an opportunity to advance AJWS's mission of promoting humanitarianism, human rights, and international development through sound financial stewardship. They are driven by a passion for global justice and equity, are grounded in core values, recognize and appreciate the value of Jewish teachings, and feel confident leading a cross-cultural multi-faith team that is united in their commitment to support human rights and social justice worldwide. A seasoned finance leader, they are eager to contribute their skills and expertise to support AJWS's global impact by ensuring the responsible management of financial resources in support of the organization's humanitarian work and long-term goals.

Fiscal Leadership

The ideal candidate brings substantial experience leading fiscal strategy and financial operations within nonprofit or other mission-driven organizations, particularly those with a global presence. They have effectively managed complex budgeting, nonprofit accounting, financial forecasting, multi-year planning across multiple countries, consistently aligning fiscal operations with long-term organizational objectives. This includes overseeing financial reporting for international operations, guiding investment strategies, and providing sound financial counsel to senior leadership while ensuring compliance with GAAP and other relevant regulations, alongside a thorough understanding of the diverse financial regulations and legal frameworks across different countries.

Donor-Advised Funds and Philanthropic Investments

The ideal candidate possesses deep expertise in donor-advised funds and philanthropic investments with a proven ability to manage these resources in alignment with donor intentions and organizational goals. They collaborate effectively with development teams, program staff, board members, funders, and executive leadership and translate complex financial data into clear, actionable insights. As a highly effective fiscal steward, they ensure responsible fund allocation, legal and financial compliance, and consistently strengthen organizational impact through effective, strategic resource management.

Risk Management and Compliance

Highly ethical in their approach to compliance and risk management, the ideal candidate has successfully implemented financial practices that adhere to the highest legal, regulatory, and standards. They bring a proven track record in leading risk management initiatives and develop comprehensive risk frameworks that safeguard their organizations. They effectively balance reward through strategic investment management and ensure compliance with legal and financial regulations both domestically and internationally. With strong internal controls, scenario planning and financial forecasting, they maintain financial stability while prioritizing ethical and socially responsible investing.

Multifunctional Global Leadership

A seasoned leader, the VP brings extensive experience managing diverse, global teams across finance, risk management, IT, and facilities. Their leadership fosters collaboration across departments and regions, creating a culture of accountability, transparency, and operational excellence. As a skilled communicator, they effectively engage key partners—including executive leadership, staff, boards of trustees, and donors—to translate complex financial data into clear, actionable insights. They lead by example, adeptly build bridges and bring people together, all to foster shared understandings of fiscal sustainability and long-term financial health.

Strong candidates will offer:

- Ability to travel nationally and internationally is necessary.
- Authorization to work in the United States is required.

Compensation & Benefits

AJWS is committed to a salary framework that aligns with our culture and values. Salary for the role is anticipated to range from \$235,000 to \$245,000, commensurate with experience. The compensation range reflected is in alignment with our framework and individual pay decisions will vary based on qualifications and experience while still allowing for growth.

AJWS offers a competitive benefits package which includes:

- Paid Time Off: 15-22 Federal and religious holidays off each year in addition to generous vacation and sick days.
- Full health benefits coverage with minimal contribution by employees.
- 403(b): 4.25% company match (safe harbor).
- Flexible Spending Account and Commuter Benefits.
- Workplace flexibility and generous leave policy.

*This role is flexible in nature, having some responsibilities that can be performed virtually from home office and some responsibilities that must be performed in person at AJWS Global Headquarters.

Contact

Koya Partners | Diversified Search Group has been exclusively retained for this engagement, which is being led by Molly Brennan and Malissa Brennan. Submit a compelling cover letter and resume [look out our Talent Profile](#). All inquiries are strictly confidential.

Koya Partners | Diversified Search Group is committed to providing reasonable accommodation for individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

AJWS Additional Considerations

Black, Indigenous and People of Color; Lesbian, Gay, Bisexual, Intersex, Trans and Gender non-conforming people; women; and differently abled people are encouraged to apply. We also encourage applications from people of diverse religious, spiritual and cultural backgrounds.

As an organization committed to promoting social justice around the world, it is essential that we incorporate a diverse, equitable and inclusive lens into all aspects of our work at AJWS. We encourage applicants with a global perspective and a commitment to values around diversity, equity, and inclusion to apply.

For more information, please see AJWS's commitment to diversity, equity, and inclusion here: <https://ajws.org/who-we-are/diversity-equity-and-inclusion-at-ajws/>.

About Koya Partners | Diversified Search Group

Koya Partners, a Diversified Search Group company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization to have a deep and measurable impact on our world. Koya works with nonprofits & NGOs, for-profit businesses, and social enterprises in local communities and around the world.

Diversified Search Group is consistently recognized by Forbes on its top 10 list of "America's Best Executive Recruiting Firms" and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams.

Learn more about Koya Partners | Diversified Search Group via the [firm's website](#).

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