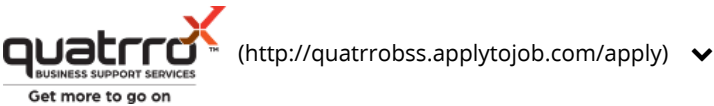


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Vice President of Finance & Administration - The Children's Foundation

📍 Detroit, MI ⌚ Full Time
🎓 Senior Executive

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The **Vice President of Finance & Administration** plays a critical leadership role in ensuring the financial health, operational excellence, and long-term sustainability of The Children’s Foundation. This position oversees finance, accounting, investments, and administrative functions, while contributing to strategic planning and organizational growth.

ABOUT THE CHILDREN'S FOUNDATION

The Children’s Foundation is a grantmaking public charity dedicated to ensuring that all children in Michigan have equitable opportunities to lead healthy lives. With more than \$160 million in assets and a bold 10-year plan for growth, the Foundation is poised to expand its impact and deepen its commitment to whole-child health across the state.

KEY RESPONSIBILITIES

Financial Processes

- Direct all accounting functions in accordance with GAAP and auditing standards
- Oversee financial services, filings, and management reports
- Support the Development team in financial stewardship and fund creation

Budget Management

- Lead the development and oversight of core operating and departmental budgets.

- Monitor and report on financial activity against approved budgets

Administrative Initiatives

- Manage third-party vendor relationships, procurement, and contract negotiations

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- Collaborate on financial considerations for employee benefits and expenditures
- Improve financial workflows related to budgets, invoices, and expenses

Investment Management

- Oversee investment services and performance reporting with external consultants
- Manage Foundation assets in alignment with the Investment Committee's direction

Technology & Systems

- Develop and implement a finance technology strategy to enhance internal controls and reporting
- Continuously improve financial tools and systems for operational efficiency

Board of Trustees Committee Support

- Staff the Investment and Finance & Audit Committees
- Prepare materials, support decision-making, and implement approved actions

Leadership & Collaboration

- Lead the Finance Department, including database administration and gift processing staff
- Serve as liaison to the Foundation's outsourced accounting partner
- Explore innovative financial strategies such as impact investing
- Undertake additional responsibilities as assigned by the President & CEO

External Relationship Building & Fundraising

- Support executive leadership in evaluating complex gifts and assets
- Help craft compelling financial narratives for fundraising and strategic initiatives

POSITION REQUIREMENTS

- Bachelor's degree in accounting, finance, or business administration required; CPA or master's preferred
- Minimum 10 years of progressive financial leadership experience, ideally in nonprofit, community foundation, government, or complex setting
- Strong knowledge of GAAP and auditing standards; experience with fund accounting is preferred

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- Proven experience managing investment portfolios and external financial partners
- Demonstrated ability to lead teams, manage budgets, and oversee financial operations
- Proficiency in financial systems and automation tools

- Excellent communication and interpersonal skills
- Ability to manage multiple priorities in a fast-paced environment

COMPENSATION AND BENEFITS

- **Salary Range:** \$175,000–\$200,000 annually. We're open to considering candidates slightly above the range for exceptional experience.
- **Benefits Package:** Comprehensive coverage, including a 401(k) plan with employer match.
- **Time Off:** Generous vacation, paid holidays, sick days and paid parental leave.
- **Insurance:** Employer-paid short- and long-term disability coverage.

READY TO APPLY?

If you are a strategic financial leader who is passionate about building sustainable systems that support children's health and equity, we invite you to apply for the Vice President of Finance & Administration role at The Children's Foundation.

The Children's Foundation is an equal opportunity employer committed to diversity, equity, and inclusion. All qualified applicants will receive consideration for employment. The Children's Foundation does not discriminate based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, marital status, veteran status, or any other classification protected by law.

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APPLY WITH INDEED

First Name *

Last Name *

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Phone *

Address

Resume *

Attach resume or Paste resume

A quick note from our Talent Acquisition team: These short questions give us a chance to learn more about you and give you the opportunity to share your story beyond the resume. We appreciate the time and thought you put into your responses and look forward to personally reading them.

What interests you about this opportunity at the Children's Foundation? *

Briefly describe your experience leading financial strategy and operations. *

Briefly describe any experience you have working directly with a Board or investment committee to manage organizational assets or investment strategy. *

What are your salary expectations requirements? *

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