

Job Title: Vice President of Finance and Administration

Reports to: President and CEO

Staff/Team: Accountant, Outsourced Chief Investment Office, Human Resource and Payroll Administration

The Vice President of Finance and Administration (VPFA) is responsible for all financial and administrative activities of the Greater Green Bay Community Foundation. This includes budgeting, accounting, investments, compliance, human resources, and facility operations to ensure the organization's fiscal health and stability while adhering to ethical and regulatory standards.

As a member of the Foundation's senior leadership team, they report directly to the CEO and work closely with the Senior VP of Community Impact, VP of Donor Relations and Communications, the Board of Directors and relevant committees to achieve its strategic objectives. They exercise discretion and confidentiality regarding all financial and fund information. They oversee the accounting and provide direction to outsourced administrative teams supporting the Foundation's work. This is a full-time exempt position.

Principle duties and responsibilities

Financial Leadership:

- Develop and manage the annual operating budget, including fee and revenue projections, internal controls, and fiscal policies.
- Oversee all financial reporting, including monthly and fiscal year-end statements, fund reporting, cash flow, spending and other required analysis.
- Ensure compliance with all applicable accounting standards and regulations.
- Preparation and management of all data to support timely annual audit and accurate tax filings.
- Collaborate with leadership team and staff to assure financial practices and grantmaking activities meet the terms and conditions of all fund agreements.
- Lead the Foundation's business staff and outside consultant support teams. Set performance expectations, design work plans, provide evaluations and training as necessary.
- Provide knowledge, guidance, expertise and insight to the President and CEO, Board, Audit, and Investment Committees through comprehensive financial reporting and presentations.
- Advise board, relevant committees, and staff on financial matters, measurements and strategic planning related to the foundation's impact and financial sustainability.

Administrative Leadership

- Lead and manage projects from initiation to completion, ensuring alignment with strategic goals, timelines, and budgets while proactively identifying, communicating and resolving challenges.
- Lead and collaborate with staff to research, develop and implement administrative, operational and building systems to achieve greater efficiency and administrative capacity.
- Lead the Foundation's human resource programs including recruitment, employee benefits, performance management, and compliance.
- Oversee all payroll activities including generating payroll files, reports and maintaining employee records including but not limited to employee paid time off, leave requests, evaluations, and other performance-related activities.
- Responsible for maintenance and security of informational technology, records retention program in compliance with the law and other assets including building systems.
- Responsible for facilities operations, including maintenance, lease agreements, and security.
- Responsible for Compliance and Risk Management to ensure adherence to all relevant federal, state, and local regulations regarding non-profit operations. Implement internal controls and risk management procedures to safeguard assets and mitigate potential risks.

Investment Administration

- Provide leadership, in support of the Investment Committee, Outsourced Chief Investment Office (OCIO) and investment partner firms, to manage and coordinate investment objectives defined by the Investment Policy Statement (IPS).
- Serve as the Foundation's primary contact to the OCIO and investment partner firms in the daily administration of the Foundation's investment portfolio.
- Oversee and manage communication, in partnership with OCIO and staff, regarding investment performance and reporting to fundholders and agencies on a regular basis
- Manage cash assets to achieve interest return objectives defined by the IPS and to avoid having excess uninvested cash on hand.
- Responsible for working with the OCIO and Investment Committee to routinely review the IPS objectives and performance and implementing rebalancing in a timely manner.

Grantmaking and Donor Support

- Collaborate with Community Impact staff to ensure accurate financial data and analysis are used in grant evaluation, decision making and reporting.

- Oversee payments and transfers of grants and gifts to and from appropriate fund accounts.
- Work with staff to support and engage fund holders and prospects to achieve their charitable objectives. Provide timely reports for fund holders and other community stakeholders to support their goals.

Work Relationship and Scope:

Serves as a member of the Foundation's senior leadership team and reports directly to the President & CEO. Works with staff, volunteers, board members, committees, community leaders, and funders to lead, develop, and implement fiscal strategies important to the Foundation's work.

Measures of Performance:

Ability to meet performance measures and organizational goals as agreed upon with the President & CEO. Accuracy of information and effective delivery of financial reporting while developing strong relationships with board members, community leaders, donors, agencies, and other staff.

Knowledge, Skills and Abilities Required

- Four-Year Degree in business administration, finance, or equivalent experience.
- CPA certification with GAAP and financial reporting technical skills.
- Minimum 7 years of work experience in finance and administrative leadership roles with experience in foundation or nonprofit work.
- Experience in senior management leading administrative functions, human resources, internal controls and compliance.
- Strong organizational and analytical skills with the ability to interpret complex financial data, provide financial modeling, data visualization, analysis, and communicate actionable insights.
- Excellent communication and presentation skills to effectively interact with diverse groups of stakeholders with various levels of financial competencies including the Board of Directors, donors, nonprofit agencies and community members.
- Demonstrable growth mind set, collaborative problem-solving skills and experience with strategic planning and project management.
- Proficiency in Microsoft platforms, accounting software, databases, payroll administration, and human resource support systems

Work location and commitments:

This position works on-site at the Foundation's Downtown Green Bay office. The Foundation supports Brown, Oconto, and Kewaunee counties and work may require attending meetings across the service area and other travel for conferences.

Leadership Opportunity and Position Summary

Are you a strategic administrative leader with a growth mindset who is passionate about making a meaningful impact on your community?

The Greater Green Bay Community Foundation is seeking a dynamic Vice President of Finance & Administration (VPFA) to lead its financial and administrative operations.

In this key leadership role, you'll drive fiscal strategy, systems development, human resources, and facility operations—ensuring the Foundation's long-term financial health and operational excellence. Your expertise will help shape the future of our organization while upholding the highest ethical and regulatory standards.

As a senior leader, you'll collaborate with the President/CEO, Senior VP of Community Impact, VP of Donor Relations & Communications, Board of Directors, and key committees to achieve the Foundation's strategic goals. You will oversee accounting functions and staff while providing direction to outsourced administrative teams that support the Foundation's mission.

This is a full-time, exempt position ideal for a finance and operations professional who thrives in engaging, purpose-driven environments and is eager to make a lasting difference.

The Greater Green Bay Community Foundation is committed to fostering an inclusive environment of diverse thought, perspectives, and individuals. If you don't meet every requirement, please consider applying. You may be the right candidate for this role or others within the Foundation.