



## Vice President of Finance and Operations

### **ABOUT THE LATINO COMMUNITY FOUNDATION:**

LATINOS ARE A FORCE. The mission of the Latino Community Foundation (LCF) is to unleash the civic and economic power of Latinos in California. We are the only statewide foundation solely focused on investing in Latino leaders.

We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing civic and political participation by Latinos in California. Our work is driven by [our core values](#). Among them is trust that community leaders who are closest to the issues are best suited to lead the necessary solutions to drive lasting change. We are also committed to leading from a place of strength—highlighting the assets and diverse contributions of Latinos in California.

LCF leads the largest network of civically engaged Latino philanthropists in the country and has established the first-ever Latino Nonprofit Accelerator. LCF is leveraging its unique role as a grantmaker, convener, and advocate to activate a network of changemakers committed to increasing civic engagement and economic mobility for Latino youth and families. Please visit [www.latinocf.org](http://www.latinocf.org) for more information.

### **ABOUT THE POSITION:**

The Latino Community Foundation (LCF) is in a pivotal stage of growth—actively expanding its operations and looking to scale our impact and programs statewide. To support our accelerated growth, LCF is seeking a Vice President (VP) of Finance and Operations who is mission-driven, seasoned, strategic, and a process-minded leader. The VP must have experience scaling an organization and maintaining a collaborative, effective, fast-paced work culture. The ideal candidate will exercise superb judgement on day to day matters to ensure the LCF team executes and delivers measurable results that advance our mission. The VP will have the experience and confidence to support our team of high-performing professionals to be efficient and productive. While it is essential that the candidate create and maintain systems to increase the productivity of the organization, it is also important that the team retain the creativity that drives the work of the Latino Community Foundation.

LCF is a fast-paced work environment with high expectations for excellence and integrity. We encourage individuals who are highly entrepreneurial, driven by social justice, and lead by lifting others to apply for this position. The VP will report directly to the CEO.

**Role Description:** The VP of Finance and Operations will lead all internal operations and lead efforts in the following areas:

#### **Operations, Finance, and Technology:**

- Work in partnership with the CEO to execute LCF's strategic three-year growth plan and implement new processes and approaches to achieve objectives;

- Lead and execute the annual operations plan and budget, including working with the CEO to develop financial projections, budgeting, and overseeing the allocation of resources, and completing annual analyses of existing programs and policies;
- Oversee administrative functions to steer the operational growth of LCF and ensure efficient and consistent operations as the organization scales.
- Oversee and maintain the accounting system and Salesforce database, reconciling them monthly with the bank statements;
- Oversee bookkeeping and accounting services such as depositing funds, processing payments to vendors and grantees, tracking accounts receivables and payables, and purchasing;
- Oversee preparation of monthly and annual financial reports for the CEO, Audit Committee, and Board of Trustees, including statements of financial activities, cash flow statements and financial condition. This also includes overseeing and facilitating annual preparation of 990s, audit, etc.
- Oversee relationships with vendors that support LCF operations, such as accounting, IT, and legal counsel, which includes working closely with our accounting firm to ensure proper record keeping of AR/AP;
- Analyze the current technology infrastructure and scope out the next level of information technology systems that support the growth of specific programs and the organization overall;
- Oversee the implementation of new technology to ensure a timely completion and effective roll-out. This includes but is not limited to the current upgrade of LCF's Grants Management system through Salesforce, implementation of new Donor Management tools, app development for LCF programs, and the full integration of LCF's new accounting system;
- Oversee production of Board books, logistics of Board meetings, Board committee meetings, and support Board Secretary in maintaining and upkeeping key governance documents;
- Produce and implement a Balanced Scorecard metric throughout the organization that will help the program, policy, and operations teams track progress towards the organization's long-term goals and be used as a tool to communicate progress with key stakeholders and partners.

**Human Resources/Compliance:**

- Oversee human resource functions, including managing payroll, benefits, personnel policies and procedures, and maintaining personnel records;
- Establish and oversee systems and processes to improve the effectiveness of LCF's staff, which includes anticipating needs from the team and identifying opportunities to create processes and systems to streamline office flow;
- Ensure LCF is compliant with employment laws.

**Preferred Qualifications, Skills, and Attributes:**

This is an outstanding opportunity for a highly motivated professional to assume a pivotal leadership role in the evolution of a fast-growing, highly respected organization. LCF is seeking an individual of outstanding quality with a respected track record and proven experience in scaling an organization. Beyond that, the ideal candidate will demonstrate the ability to both lead and build the capabilities of a driven, bright, diverse team. Below are details for the preferred qualifications, skills, and attributes:

- At least 10 years of broad leadership, financial, and operations management experience.



- The ideal candidate has seasoned experience overseeing the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resource function.
- Results Driven: proven track record of exceeding goals and impact/bottom-line orientation.
- Sound Judgement: evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment. A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- High Level Business Acumen: experience and track record of successful budget management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and resourcefulness.
- Strategic Vision and Agility: anticipate challenges and consequences of decisions, readily identify and seek solutions, and incorporate them into the organizational plan.
- Capacity Building: ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization: exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect with staff both on an individual level and in large groups; capacity to enforce accountability, cultivate entrepreneurship, and learn the strengths and weaknesses of the team to place people in a position to succeed.
- Exceptional Communicator: astute listener that can pick up subtle cues that others may miss; effective and clear in verbal and written communication; relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders. Ability to translate financial concepts to programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

**Other attributes that are highly valued:**

- You are known for your integrity. You always choose to make the right decision versus the easy decision. You know what information is sensitive, and you will protect it accordingly. You take your reputation very seriously.
- You have a positive, rolls-up-your-sleeves mindset and are willing to take on work based on what needs to be done.
- You are detail oriented and conscientious. You cringe at typos, and you are the first to identify a formatting error. You obsess about the details (in a healthy way).

**Compensation:**

LCF is prepared to offer an attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits.

**To Apply:**

Interested applicants should send resume and cover letter to Katia Ramos at [kramos@latinocf.org](mailto:kramos@latinocf.org).

*LCF is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, marital or military status. We strongly encourage people of diverse backgrounds to apply.*