

Vice President of Finance and Operations (VPFO)

New York Health Foundation

New York, NY

Salary: \$260,000 - \$300,000

The Organization

The New York Health Foundation (NYHealth) is a private and independent foundation dedicated to improving the health of all New Yorkers, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately \$350 million in assets.

The Foundation is committed to making grants and to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system and make it more equitable; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. The Foundation concentrates its initiatives on Primary Care; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

Year Founded	Regions Served	Annual Grants	Annual Operating Budget	Staff
2006	New York State	~\$10M	\$5M	25

To learn more about NYHealth, visit nyhealthfoundation.org.

The Position

Reporting to the President and Chief Executive Officer, the Vice President of Finance and Operations (VPFO) will lead the financial and operational strategy at the New York Health Foundation. The VPFO will be a key strategic partner and advisor to the President and Chief Executive Officer and the Board of Directors, The VPFO is a member of the Foundation's senior management team and works in a close and collaborative style with the Communications, Policy and Research, and Program departments.

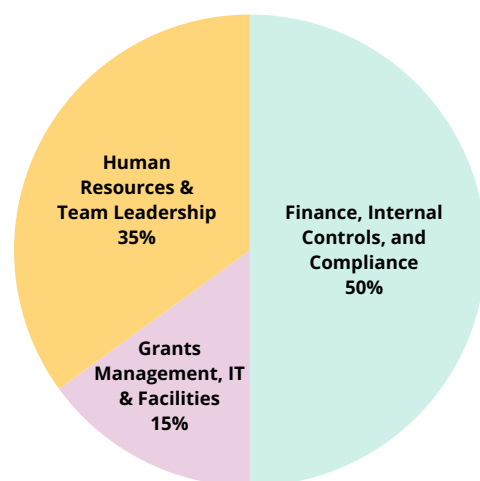
The VPFO will guide the organization's financial, accounting, and operations functions, including HR, facilities, investments, and IT. Financial strategy and planning includes budgeting, cash management, investments, financial controls, grant management, and accounting. Within operations, the VPFO will ensure that the organization has the proper operating systems and operational controls, administrative and reporting procedures, and people systems in place to support financial strength and operating efficiency.

The VPFO will supervise, coach, and mentor finance and operations staff, including three direct reports, to foster excellence, accountability, collaboration, and transparency.

ROLE OVERVIEW

Financial Strategy, Oversight, and Planning

- Develop and maintain NYHealth's annual operating budget; work with senior staff to develop and monitor department budgets.
- Create and analyze quarterly financial reports for dissemination to the President and CEO and Board of Directors.
- Oversee financial (general ledger) recording, payroll processing, and record-keeping.
- Manage cash flow, ensuring sufficient balances for bill payment and grants distribution.
- Review and approve all check requests, invoices, and ACH transfers for payment.
- Ensure federal excise taxes are paid in a timely and accurate manner.
- Monitor and project qualifying distributions to ensure minimum requirement is met.
- Record investments in the general ledger and reconcile with investment statements.
- In collaboration with the President and CEO, liaise with the outsourced Chief Investment Officer and the Board of Directors' Investment Committee.
- Staff and prepare minutes for the Finance and Operations Committee and Investment Committee of the Board of Directors.



Internal Controls, Compliance, and Audit

- Implement, enforce, and maintain internal controls, policies, and procedures to protect the organization's assets and create accurate financial reports.
- Serve as liaison between NYHealth and independent auditors, including preparing financial statements, schedules, and documents requested by auditors in connection with organization's annual audit.
- Ensure compliance with all IRS requirements for private foundations.
- Prepare schedules and review annual tax returns (prepared by auditors).
- Stay current on issues and implement procedures related to cybersecurity.
- Staff and prepare minutes for the Audit Committee of the Board of Directors.

Human Resources

- Maintain, modify, and implement personnel policies and procedures; update employee handbook as needed and ensure staff adheres to employee handbook policies. Stay abreast of and comply with changing federal, State, and local employment laws.
- Oversee new employee onboarding and employee terminations.
- Research, negotiate, and manage employee benefits; act as liaison with benefits vendors.
- Maintain personnel files.
- Manage and ensure compliance for 403(b) and 457(b) retirement plans.
- Oversee Finance Associate's processing of bi-weekly payroll; ensure appropriate procedures for accurate payroll.
- Assist with resolution of personnel concerns and issues.

Grants Management

- Oversee grants management staff to ensure timely awards and proper procedures and recordkeeping.
- Monitor status of grants payable and ensure timely payments.
- Conduct grantee financial due diligence.
- Support Senior Grants Manager to implement new grantmaking database system.

Operations

- Monitor and review contracts; maintain all vendor contract files.
- Negotiate contracts with facilities vendors.
- Manage insurance policies.
- Maintain familiarity with conference room AV equipment and technology.
- In collaboration with Office Manager, oversee technology and manage IT consultant; research and implement technology upgrades as needed.
- Oversee acquisition and maintenance of office supplies and equipment as needed.
- Together with Office Manager, act as liaison with building staff and management.
- In collaboration with President and CEO, Office Manager, and real estate brokers, investigate and implement options for office space when current lease expires in March 2026.

Team & Organizational Leadership

- Empower, support, and lead a team of four professionals to ensure seamless, customer-service-driven daily operations.
- Engage other members of the leadership team to facilitate cross-departmental collaboration that ensures that all financial and operational solutions positively support NYHealth's evolving strategy, grantmaking, and operational needs.
- Contribute to the organization's efforts to promote an organizational culture of collaboration, open and frequent communication, equity, and transparency, while also demonstrating high standards of excellence and accountability.

THE IDEAL CANDIDATE

The ideal candidate for the VPFO position possesses the following competencies:

Financial Acumen	Instills Trust	Interpersonal Savvy
Interpreting and applying understanding of key financial indicators to make better decisions	Gaining the confidence and trust of others through honesty, integrity, and authenticity	Relating openly and comfortably with diverse groups of people
Collaborates	Optimizes Work Processes	Operational insight
Building partnerships and working collaboratively with others to meet shared objectives	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement	Applying knowledge of business and the operating environment to advance the organization's goals

Additional Qualifications

The Vice President for Finance and Operations must be a person with broad experience working in finance, human resources, and administration; a leader with a proven track record of success; a person with superb judgement; a person with management experience and a collegial and inclusive style; and someone who continuously seeks improvements in processes and procedures to most effectively manage operations.

Additional qualifications include:

- MBA or CPA preferred
- At least 10 years of leadership experience, with progressive experience in finance and administration, preferably in the philanthropic or nonprofit sector
- Knowledge of GAAP standards; experience with investment accounting a plus
- Experience in a private foundation is desirable
- Decisive with sound judgement; able to balance the strategic decisions with an ability to get "in the weeds" and be hands-on
- Highly collaborative, with a strong track record of developing strong and trusting relationships and fostering a supportive culture of collaboration, accountability, and transparency
- An attitude of continuous improvement with demonstrated resourcefulness in setting priorities, guiding investment in people, process, and systems
- Able to communicate clearly and persuasively
- Strong management skills with ability to motivate, coach, and mentor diverse teams
- Personally motivated to support the Foundation's mission and goals

WHO WE ARE

Work Environment

The position operates within a hybrid workweek, with in-person days (Tuesdays and Wednesdays) in NYHealth's office in midtown Manhattan.

Commitment to Diversity, Equity, & Inclusion

At the New York Health Foundation, health equity means everyone has the opportunities and resources they need to be as healthy as possible, and no one is disadvantaged. The Foundation is committed to creating a more equitable health system for New Yorkers, and recognizes that an inclusive and equitable workplace is fundamental to that work. NYHealth welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.

COMPENSATION AND BENEFITS

Salary

\$260,000–\$300,000

In addition, NYHealth offers a generous package of benefits, including employer-paid health insurance, dental, vision and life insurance, an employer contribution to a retirement account, an employer-funded transit check, professional development and tuition assistance, and wellness benefits.

TIMELINE AND NEXT STEPS

If you are interested in this position, please click [here](#). All applicants will receive an email confirming receipt of their application.

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[Submit an application](#)

