

Job Description

Vice President of Finance and Operations

Children's HeartLink (CHL) is an international nonprofit organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Bangladesh, Brazil, China, India, Malaysia, and Vietnam.

CHL core values:

- Integrity: We build trusting relationships across cultures and honor our commitments.
- Innovate: We challenge the status quo, learning and improving.
- Collaborate: We work together and connect others to achieve desired results.
- Quality: We strive to deliver high quality programs and services.

I. Objective

The Vice President of Finance and Operations, reporting to the President, and collaborating with the CHL leadership team, is responsible to lead and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure. As a member of the CHL leadership team, the position will be involved in strategic planning and the development of efficient systems and processes to meet current needs and plan for CHL's expansion globally. The Vice President of Finance and Operations will work closely with the Finance and Audit Committee of the Board of Directors.

II. Supervision

Direct reports to the Vice President of Finance and Operations include the business operation specialist, and administrative contractors such as the HR contractor. The position also manages vendor relations such as outsourced IT services, finance/accounting services and auditors.

III. Responsibilities

Finance Strategy

- Develop and implement long-range financial plans in collaboration with the President, leadership team, and Board of Directors.
- Develop and execute annual budgeting and budget monitoring process, financial forecasting, and cash flow analysis for administration, existing programs and any proposed programmatic growth.
- Prepare monthly and quarterly financial statements and analyses and routine expenditure reporting.
- Financial oversight of all funding sources, including grants, donor funds, and corporate donations. Ensure compliance with laws, regulations and grants contracts, and that grant funds are used effectively.
- Manage relationships with banks, investment managers, and other financial partners.
- Manage direct reports and external contractors required to meet financial reporting requirements.
- Manage timely completion of federal and state reports and registrations.

Human Resources, Technology and Facilities Leadership and Management

- Collaborate with the President and CHL leadership team on strategic objectives to develop and manage policies and systems needed to support staffing and organizational issues and to ensure alignment of work with organizational goals, core values and vision.
- Direct evaluation of organizational competencies, structure and resources needed to fulfill the strategic plan and support future growth.
- Direct organizational compensation and benefit policies, objectives, and initiatives aligned with the organization's core values and DEI practices. Lead benefit renewal and negotiation process aligned with policies.
- Direct payroll processing and accounting processes to maintain legal and regulatory compliance. Children's HeartLink currently employs a total of ~18 staff members.
- Oversee HR functions, ensuring effective talent acquisition, management, engagement and development as well as maintaining HR policies and employee handbook.
- Maintain Board, and organizational policies, under the direction of the President and the Board.
- Ensure the operations functions and organizational policies are developed and executed following the organization's DEI strategy and lens.
- Identify and manage external IT contractors to ensure organizational IT needs (hardware and software) are met as the organization grows.
- Manage the organization's lease and any physical infrastructure in collaboration with the building management.

Business Operations and Risk Management Strategy

- Consult with the President to develop and manage policies and systems needed to support the international nature of work related to remote staffing, and state and country requirements.
- Manage business decisions in collaboration with the leadership team related to laws and operations for non-governmental organizations, incorporation, and staffing in the countries where CHL is active.
- Oversee, advise and manage organizational insurance needs, policies and vendors.
- Lead, attend and participate in meetings, retreats, special sessions, and events.
- Other duties as assigned.

Strategic Planning and Leadership

- Work closely with the President and leadership team to develop and implement strategic plans and goals that support the organization's mission and vision.
- Develop strong working relationships with the Board of Directors and partner with the chair of the Finance and Audit Committee on establishing meeting agendas and reports.
- Present financial reports and strategic initiatives, in collaboration with the President, to the Board of Directors for quarterly review and annual approval.
- Collaborate with Board committees on financial and investment matters.
- Provide leadership, management, and mentorship to the finance team, fostering a culture of continuous improvement and professional development.

IV. Required Experience, Skills, and Personal Attributes

- Bachelor's degree in accounting or finance, with a minimum of 5 years of accounting experience, preferably in a non-profit organization. CPA preferred.
- Strong knowledge of GAAP and other relevant accounting standards and regulations
- Experience creating and driving the analytic framework for planning and managing organizational change.
- Demonstrated leadership, strategic, and communications skills related to finance, accounting and investment principles, practices and systems.
- Demonstrated leadership managing daily business operations related to processes, systems and staffing.
- Ability to work with others as a team and in support of a positive work culture.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance and accounting.
- Technology savvy, with experience working with IT consultants or staff to develop and implement new processes and systems that increase efficiency.
- Preferred experience with Sage Intacct or similar financial software.

V. Additional Information

- This full-time position includes a generous benefits package including health, dental, disability, 403(b) with match, PTO and 15 paid holidays.
- Children's HeartLink offers a hybrid work model, supporting remote and in-office work.
- Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.
- This role is an exciting opportunity to be part of a dedicated team supporting a mission addressing global disparities in health.

VI. How to Apply

Qualified candidates should submit the following items by email to Ann Odens, ann@childrensheartlink.org:

- Cover letter, including salary requirement
- Resume
- Contact information for three references

Thank you for your interest in Children's HeartLink.