



Reporting to the President/CEO and serving as an integral member of the senior management team, the Vice President of Finance and Operations (VP) will be responsible for leading the Astronaut Scholarship Foundation's financial management strategy and processes. In addition to the strategic components, the VP will be charged with developing and implementing appropriate policies and procedures for finance and general organization operations. The VP will participate in organizational strategy, strategic planning, finance management, operational leadership and problem-solving. ASF is a team of ten staff members. We are looking for a team leader who is ready to work hard for an incredible mission.

### **Strategy, Vision and Leadership**

- Advise the President/CEO and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the Board of Directors and the Finance Committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.
- Contribute to the development of ASF's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the President/CEO informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking matters and vendor negotiations; as required.

### **Team Development/Leadership**

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Provide guidance, leadership and direction to all organization support staff
- Working with senior leadership, ensure staff members receive timely and appropriate training and development.
- Working with senior leadership, establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and participate in salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

### **Operations**

- Maintain and update appropriate system of policies, internal controls, accounting standards, and procedures.
- Working with external sources, upgrade accounting systems as appropriate
- Plan, coordinate, and execute the annual budget process.
- Ensure that ASF is adhering to the strategic plan, delivering status reports to the board.
- Provide analytical support to ASF's internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as treasury management, 403-B plan, grants payment processing, payroll, accounts payable, and purchasing.

Astronaut Scholarship Foundation (ASF) is an Equal Opportunity Employer. ASF does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.



- Develop key performance indicators and metrics dashboard to monitor the health and outlook of the business and support both regular and ad-hoc requests from financially experienced executive team and board.
- Lead preparation of annual budgets, working closely with executive team to ensure budgets are sound and support strategic priorities. Assess progress during the year and advise leadership team and board on financial performance, outlook, risks and suggested in-year adjustments

## Qualifications

- Business or Accounting degree mandatory, a master's in business administration is preferred
- Minimum 5 years experience in a senior management role ideally with both external audit and in-house financial management experience
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations (FASB)
- Experience with completing a Form 990 and a Form 5500 (403b)
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results-oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills
- Ability to effectively interface with senior management, ASF's board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker
- Passion for ASF's mission
- Proficient in Quickbooks, Microsoft applications
- Experience with SALSA or other similar CRM

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