



Position Description

FULL TITLE: Vice President, Finance and Human Resources

SUPERVISOR: Chief Operating Officer (COO)

PURPOSE: The Forum for Youth Investment is seeking a Vice President of Finance and Human Resources. The VP, Finance and HR is an integral part of the internal services team, with oversight of finance, human resources, and operations functions for the organization.

Organization & Background

Founded in 1998, the Forum for Youth Investment is a national nonprofit, nonpartisan “action tank” committed to improving outcomes for youth (ages 5-24) in education, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of \$9 million and a staff of 40, headquartered in Washington, DC. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. Please visit www.forumfyi.org for more information about our work.

Position Responsibilities

Specific responsibilities may include, but are not limited to:

Budget Development and Management

- Support and administer the enterprise-wide budget development and management process, in collaboration with the COO, PMO, and CEO.
- Develop a process for management and recognition of restricted and unrestricted revenue, in collaboration with the COO and the VP, Strategic Growth and Resource Development. Support VP, Strategic Growth and Resource Development and unit leaders in developing budgets for grant proposal submissions.

Accounting and Financial Oversight

- Oversee all accounting functions and systems, including systems for regular financial reporting, expense management, invoicing, and time tracking.
- Supervise Senior Accountant and Staff Accountant, including weekly check-ins, training, performance management, and support as needed.
- Manage compliance processes including annual audit, 990 preparation, organization-wide budget process, insurance renewals, and state reporting.
- Prepare financial statements, and present to management, finance committee, and the board of directors for review.
- Conduct regular financial analysis and forecasting.

- Prepare financial statements to accompany grant reports for government, corporate, and foundation grants.
- Develop and improve organizational policies and procedures related to finance

Talent Management

- Lead HR functions, including providing strategic HR guidance and input on organizational design, ensuring talent aligns with defined organizational structure. Onboard talent or realign existing staff based on current and future operating model. Hire to fill skill gaps, onboard subject matter experts, and bolster capacity.
- Lead the People and Talent workstream in the Forum's strategy, administering performance management system that integrates cross-unit collaboration and strategic goal attainment. Incorporate results-driven, values-based, customer-centric performance elements into individual and organizational performance management processes. Ensure regular performance monitoring and feedback of staff.
- Develop enabling infrastructure to advance our internal diversity, equity, and inclusion (DEI) priorities, diversifying leadership and staff at all levels, particularly middle management. Develop mechanism for enterprise-wide onboarding of new staff to the organization, their work unit, and their role in the execution of strategy. The orientation process will introduce the Forum's strategy, values, functions, structure, and business processes.
- Create training systems that prioritize staff development, strategy implementation, and customer focused cross-unit collaboration.
- Lead all employee engagement activities, including administering the annual employee engagement survey and developing initiatives to deepen employee engagement in collaboration with the executive team. Manage contracts with outsourced HR vendors and employment counsel that provide consultation on employee relations, risk management, and payroll and benefits administration.
- Oversee organization's compensation and benefits philosophy and policies, managing compensation analysis on regular 2-3 year intervals.
- Update employee handbook and policies, utilizing industry best practices and a DEI approach.
- Develop and improve organizational policies and procedures related to HR.

Department and Organizational Leadership

- Communicate regularly with the CEO, COO, and executive leadership regarding critical Finance and HR matters.
- Assume responsibility for other projects and new assignments related to the scope of this role.
- Participate in cross-cutting organizational committees and workgroups and contribute to unit and organization-wide priorities and special projects as appropriate.

Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team members across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on the impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide the information people need to know to do their jobs, make accurate decisions and feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Think Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer with doggedness, determination, and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.



- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

Qualifications

- Demonstrated commitment to the Forum’s mission, vision, and values.
- Strong written and verbal communication skills.
- Bachelor's degree in Accounting, Finance, or Business Management preferred
- CPA License and/or SHRM certification preferred
- 8 or more years of experience managing organizational finance and HR functions

Working Environment

This is a DC-based, hybrid role. Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Occasional travel is expected for in-person team meetings and various policymaker/stakeholder meetings and events.

This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment, and The Forum may exercise its employment-at-will rights at any time.

Position & Compensation

The salary range, duties, and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this position is targeted between **\$120,000-\$140,000** based upon experience and qualifications, with a comprehensive benefits package. Please send a resume and cover letter with salary requirements to: jobs@forumfyi.org. Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at jobs@forumfyi.org if you require a reasonable accommodation to complete your application.