



Confidential Position Specification  
**Vice President of  
Finance and Operations**



# The Organization

Grantmakers In Health (GIH) is the preeminent nonprofit, educational organization dedicated to helping foundations and corporate giving programs improve the health of all people. Rooted in the vision of better health through better philanthropy, and championing a broad, holistic definition of health, GIH's mission is to foster communication and collaboration among grantmakers, foundations, and other philanthropic entities, and to help strengthen the community's knowledge, skills, and effectiveness.

For more than 35 years, GIH has supported health funders of all sizes and interests to learn, connect, and grow through education, networking, and leadership. Historically, GIH has defined its Funding Partners as informed, connected philanthropic organizations of any size whose primary activity is health-related grantmaking. GIH currently provides a variety of programs and services including meetings, webinars and publications to a diverse constituency of approximately 240 foundations, corporate giving programs and philanthropic advisors.

GIH, like other philanthropy support organizations (PSOs), occupies a unique space in the foundation world; moving forward, GIH has the opportunity to become an even stronger leader in the health philanthropy space by informing and supporting high impact efforts, aligning national, regional and local funders, and promoting leadership across the sector, to serve as an innovator in the health policy arena, and to create larger impact in advancing health equity.

## Our Values:

### Ethics & Values Statement

We are committed to evidence-informed practice and work to promote discussion, questioning, and lively debate within the field. We strive to be a learning organization, focused on excellence and equity, and to build learning communities within health philanthropy. We believe strongly in collaboration and, when we work with others, do so with respect and candor.

### Integrity, Transparency, and Fiscal Responsibility

We are committed to acting honestly and transparently, in accordance with internal policies and external laws and regulations; to using our resources wisely and providing accurate public disclosure of our finances; and to taking responsibility for our actions and preventing and mitigating conflicts of interest.

### Excellence

We strive to be outstanding in our work, products, and services.

### Respect

We are committed to treating the people and organizations with whom we work with fairness, dignity, and respect, and recognizing and appreciating the achievements and contributions of all. We believe in listening to, and learning from, communities.



“Better health for all through better philanthropy.”

### Responsiveness and Innovation

We commit to being responsive and accessible to the grantmakers and others we serve, and strive to be visionary, proactive, innovative, and creative in all we do.

### Collaboration

We support systemic change and accordingly value collaboration with other sectors that affect health.

### Diversity, Equity, and Inclusion

We are committed to promoting diversity, equity, and inclusion in our programming, personnel and employment practices, and governance. We view diversity as a fundamental element of social justice and democracy, and integral to our mission.

# Focus Areas:

<b>Health Equity and Social Justice</b> 	<b>Access and Quality</b> 	<b>Community Engagement and Empowerment</b> 	<b>Philanthropic Growth and Impact</b> 	<b>Population Health</b> 
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We believe that viewing our work through these lenses will allow us to emphasize equity, innovation, and responsiveness—while continuing to elevate funders’ myriad priority areas. This shift was also greatly informed by the sector’s feedback, priorities, and trends, and I hope that you, too, view the work you do—whether in behavioral health, workforce development, climate change, rural health, healthy aging, or oral health—through one or more of these lenses.

## Strategic Communications

Foundations and other charitable organizations are facing increasing communications challenges related to their work. GIH has developed resources for funders to help them create their own crisis and strategic communications strategies and learn best practices.

## Legal Strategy Resources

Foundations and other charitable organizations are facing increasing legal risks related to their work. GIH has developed resources to help health funders navigate the current legal landscape and assess and mitigate their legal risk.

## Policy and Advocacy

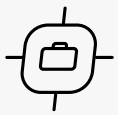
Grantmakers In Health’s five-year **strategic plan** elevates leadership and influence as one of four strategic pillars for our work. GIH seeks to take a more active role in defining the key issues that will advance better health for all and support health philanthropy with thought leadership and programming to make a lasting impact by influencing advocacy, policy, and funding in targeted areas.

*“We must continue building our philanthropic network to ensure support is available to all communities across the country, which requires us to strengthen collaboration between national and place-based funders and to continue building trust and capacity in our communities.”*

**--Cara James, President & CEO**



# The Opportunity



**Position**  
**Vice President of Finance & Operations**

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**Reporting Relationship:**  
**President & CEO**

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**Location:**  
**Washington, DC**

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**Website:**  
**[www.gih.org](http://www.gih.org)**

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## The Opportunity

In light of the recent and continuing evolution in the field, including the shifting dynamic of health and emerging models of philanthropy, there is an opportunity for GIH to challenge the current status quo, to strategically reassess the role of GIH in this changing environment, and to evolve its model to serve health funders in new and different ways.

The next Vice President of Finance & Operations will have a significant opportunity to serve the field of health philanthropy. In partnership with, and under the guidance of, the President & Chief Executive Officer, this individual will provide inspirational and visionary leadership to drive GIH's strategic direction, while fostering a forward-thinking culture to address key issues in the field.

This is an incredible role for a passionate and equity-minded Vice President to build on GIH's rich legacy, collaborate closely with GIH's Funding Partners, and help build an even stronger field of impactful philanthropy nationwide.

The VP brings experience navigating nonprofit, philanthropic, or foundation-aligned environments, with a clear understanding of funding partners and membership-based organizations. The VP operates effectively in periods of transformation, strengthening systems, processes, and infrastructure while fostering continuous improvement.

This leader will serve as an active member of the senior management team, contributing to organizational strategy, decision-making, and cross-functional leadership.

## Position Summary

The Vice President of Finance and Operations supports the mission of Grantmakers In Health (GIH) by stewarding the organization's financial health and strengthening its operational infrastructure, providing through overall management of the organization's financial affairs and internal operations including facility, IT, purchasing, and office systems. The Vice President oversees core human resources functions, policies and procedures.

This senior leader brings financial acumen, operational judgment, and a business-oriented mindset while remaining deeply aligned with GIH's philanthropic mission and equity-centered values. This role serves as a close strategic partner to the President & Chief Executive Officer, a trusted liaison to the Board, the Finance and Investment Committee and the Audit Committee. The VP will also serve as a hands-on leader who is comfortable operating across strategy and day-to-day execution.

The Vice President is the principal liaison with external entities related to GIH's financial affairs and works closely with the senior leadership team in pursuit of organizational goals. This role also manages organizational risk by assessing exposures across all functions and implementing mitigation strategies and internal controls to safeguard the organization's assets, reputation, and mission.

# Essential Functions

## Financial Management

- Manage the production and accuracy of GIH financial statements.
- Maintain oversight of the accounting system.
- Lead the development, presentation, and tracking of the annual budget to the board of directors.
- Oversee payroll; ensure timely and accurate payroll production and reporting on payroll matters.
- Review invoices and approve payments to GIH vendors.
- Manage the tax and administrative filings with DC, IRS, and other jurisdictions as required.
- Establish and maintain banking relationships and ensure effective management of GIH bank accounts.
- Serve as a liaison with GIH's external investment management firm.
- Manage external audits as the principal contact and communicator with the audit firm.
- Maintain the 403(b) plan as the fiduciary.
  - Serve as a member of the GIH 403(b) Committee.
  - Regularly contact the third-party plan administrator.
  - Confirm the regular payment files and process contributions to the recordkeeper.

## Operations Management

- Oversee day-to-day operations, including office policies, to ensure a productive and high-functioning work environment.
- Oversee and manage IT operations including equipment purchases and maintenance.
- Act as the primary point of contact for all matters related to building management and facilities operations.
- Manage purchasing, office systems, and office security.
- Prepare and distribute all vendor contracts.
- Oversee core human resources functions including:
  - payroll management,
  - employee benefits administration,
  - compliance with employment laws and regulations, and
  - HR policies and procedures.
- Serve as a strategic partner to leadership on workforce-related matters.

## Team Leadership & Supervision

- Supervise and mentor the Accounting Manager and Grants Manager, fostering professional development and high performance.
- Ensure clear roles, accountability, and collaboration within the finance and grants management functions.

## Board and Committee Engagement

- Serve as staff liaison to the Finance and Investment Committee and the Audit Committee, supporting effective governance, transparency, and decision-making.
- Lead engagement with external auditors and advisors with confidence and professionalism.
- Prepare clear, well-written, and compelling materials for Board and Committee use.

## Culture, Values & Ways of Working

- Play a key role in supporting and shaping organizational culture.
- Demonstrate a deep commitment to equity, inclusion, and welcoming diverse perspectives.
- Operate as a continuous learner, recognizing that the field of philanthropy is changing and leaders must continuously learn, adapt, and help others do the same.
- Deliver high-quality work and products in partnership with funders and foundations.
- Build trust across constituencies through integrity, curiosity, humility, and follow-through.

## Risk Management

- Identify, assess, and monitor organizational risks across financial, operational, compliance, technology, and human resources areas.
- Develop and implement risk mitigation strategies and internal controls to protect the organization's assets, reputation, and mission.

# Essential Functions (continued)

## **Operations & Process Improvement**

- Drive continuous improvement initiatives by leveraging technology to increase operational efficiency and enhance internal processes and procedures.
- Identify, evaluate, and implement process optimization opportunities across finance, operations, and administrative functions.
- Ensure alignment between operational systems and organizational priorities to support scalability and growth.
- Direct the transition and implementation of a new accounting system, ensuring efficiency and minimal disruption.

## **Grants Stewardship**

- Provide strategic oversight and stewardship of grant financial management, ensuring compliance with funder requirements and accuracy in reporting.
- Strengthen financial controls, reporting processes, and accountability measures across all funding streams.
- Partner closely with Development and funding partners to support fundraising efforts and ensure effective financial coordination.

## **Technology & Systems Leadership**

- Lead technology advancement initiatives, including system integrations that improve data flow, reporting capabilities, and organizational effectiveness.
- Oversee major technology projects, including the redesign and launch of the organization's website to enhance user experience and stakeholder engagement.
- Direct the transition and implementation of a new systems, ensuring efficiency and minimal disruption.
- Provide strategic leadership for IT systems, ensuring technology solutions drive operational excellence beyond basic vendor management.

## **Cross-Functional Collaboration**

- Collaborate closely with Development and other internal teams to ensure alignment between operations, finance, and program delivery.
- Build and maintain strong relationships with external partners, vendors, and stakeholders to support organizational success.

# Experience and Professional Qualifications

The Vice President will be service-oriented and committed to advancing health equity. This leader will help shape, clearly communicate, and execute a cohesive mission and strategic vision, strengthening the organization's positioning within the field.

The role requires the ability to set and maintain high performance standards, ensure accountability, and foster innovation and continuous improvement. The Vice President will bring a strong foundation in organizational development—including program design, staffing models, operations, and culture change—along with excellent interpersonal and communication skills to build collaboration and empower teams.

The VP will operate in a small, collaborative organization, balancing hands-on execution with strategic leadership and maintaining a client-centric approach to serving internal and external stakeholders.

## Required qualifications will include:

- Bachelor's or master's degree in business, accounting or related field. An undergraduate degree from an accredited college or university is required. An advanced degree and/or other pertinent experience is preferred.
- Certified Public Accountant designation preferred.
- 8 or more years of relevant financial leadership experience.
- Experience with GAAP, grants administration, fund accounting, internal controls, and audit activities.
- Experience working in the non-profit sector.
- Strong analytical skills.
- Interpersonal skills.
- Proficiency in Microsoft Office, cloud-based accounting systems, and PC's.

## Competencies:

- Financial acumen
- Time Management/Organization skills
- Attention to detail/Accuracy
- Effective Written and Verbal Communicator
- Self-Motivated/ Collaborative
- Strong Interpersonal skills

## Compensation

A competitive industry salary and benefits package will be offered with a salary range of \$170,000 - \$210,000, depending on the candidate's experience.

## Work Schedule and Travel Policy

Employees follow a hybrid work schedule, spending three days per week in the Washington, DC office and two days working remotely. This role requires local and regional travel, including attendance at conferences and retreats.



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## About Korn Ferry

Korn Ferry is a global organizational consulting firm. We work with our clients to design optimal organization structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward and motivate their workforce while developing professionals as they navigate and advance their careers. Our 7,000 experts in more than 50 countries deliver on five core areas: Organization Strategy, Assessment and Succession, Talent Acquisition, Leadership Development and Total Rewards.

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