

## POSITION SPECIFICATIONS

# Vice President, Corporate Finance & Administration (CFO and Treasurer)

The Population Council addresses global health and development challenges by generating new ideas, creating and testing strategies, evaluating their impact, and delivering solutions.

The Vice President, Corporate Finance and Administration will serve as a key strategic partner to the President and the Executive Team and is responsible for developing and monitoring the implementation of the Council's financial and administrative strategy while carefully managing the Council's overall financial resources in support of the Council's mission.

The VP will report to the President and is a member of the Council's Executive Team. S/he will contribute to strategic leadership across the Council, partnering with the Executive Team on efficient operations as well as financial planning and forecasting. The VP will oversee all fiscal and fiduciary responsibilities, in conjunction with the board of trustees and the finance, investment, and audit committees of the board.

The VP, CFA will be responsible for all financial and administrative operations and will supervise the controller and directors of finance, international operations, grants and contracts, human resources, and information technology and oversee 45 staff.

Key responsibilities include:

- Providing analysis and advice to the Executive Team and the Board of Trustees on the financial and administrative implications of organizational strategies and plans.

- Leading the annual budgeting process and periodic forecasts; monitoring financial performance against program plans.
- Overseeing financial statement preparation; internal and external reporting in compliance with US GAAP, US government, and other regulations; audit processes; financial and tax reports.
- Administering and managing Council investments, including outside investment manager performance.
- Ensuring operational excellence of all financial and administrative functions.

The VP, CFA will be a leader with at least 15 years of progressively responsible roles in a widely distributed enterprise with international operations.

Experience in the international nonprofit sector and with complex, multi-faceted funding environments is desirable. The ideal candidate must be a creative problem-solver; an excellent communicator; and possess a highly collaborative leadership style with proven ability to foster open discussion and build strong relationships inside and outside of the organization. S/he will have the vision and skills to build, motivate and lead the team. The position is located in New York City.

**Application deadline: October 15. Interviews will be held in New York the week of October 30<sup>th</sup>.**

Learn more about this leadership role and to apply online, see <http://www.popcouncil.org/careers>