



MINISTRY DESCRIPTION

Title: Senior Vice President of Finance
Division: Operations
Working Group: Finance
Reports to: Chief Business Officer

Schedule: Regular, full-time
FLSA: Exempt

Ministry Function

Reporting to and partnering with the Chief Business Officer (CBO), the Senior Vice President of Finance will play a critical role in developing and implementing the global financial strategy for Convoy of Hope. This person will be an advisor to division leaders, evaluating and assisting them with their financial plans and economic modeling. S/he will be responsible for providing timely and accurate information to the Office of the President and the CBO to help them oversee all fiscal and fiduciary responsibilities for the organization, in conjunction with the board of directors and the finance, audit, and investment committees of the board.

Essential Duties & Responsibilities

Strategy

1. Assesses organizational performance against both the annual budget and Convoy of Hope's long-term strategy.
2. Develops tools and systems to provide critical financial and operational information to the CBO and makes actionable recommendations on both strategy and operations.
3. Assists the CBO, as needed, with engaging the board finance, audit, and investment committees around issues, trends, and changes in the operating model(s) and operational delivery.
4. Assists in establishing yearly objectives/meeting agendas and selecting/engaging outside consultants, e.g., auditors and investment advisors.
5. Manages the development of long-term budgetary planning and costs management in alignment with Convoy of Hope's strategic plan, especially as the organization considers sponsorships, potential acquisitions, and collaborations with external organizations.

Financial & Operational Management

1. Oversees all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, regulatory requirements, and Office of Management and Budget audit requirements. Maintains internal control safeguards and coordinates all audit activities.
2. Works with the Vice President of Finance to maintain internal control safeguards and coordinate all audit activities.
3. Works with the Vice President of Finance to manage cash flow and forecasting. Develops a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs. Optimizes the handling of banking relationships and initiates appropriate strategies to enhance cash positions.
4. Manages and tracks the performance of any organizational endowment in keeping with the policies and investment guidelines established by the investment committee.

Team Management

1. Mentors and develops the accounting team, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.

2. Leads the growth of a seasoned staff with deep experience in nonprofit finance.
3. Guides larger, cross-divisional teams outside of direct span of control within the four main Convoy of Hope program areas.

Required Knowledge, Skills & Abilities

1. Bachelor's degree in finance, accounting, or similar field is required; MBA is preferred.
2. CPA license is required.
3. 10+ years of broad finance experience is required.
4. 5+ years of previous management experience in the nonprofit industry is strongly preferred.
5. Has a demonstrable passion for Convoy of Hope's mission; a hands-on manager with integrity and a desire to work in a dynamic environment.
6. Mature and proactive, with evidence of having worked as a true business partner or advisor to the CEO of other multidivisional organizations. If coming from the for-profit world, nonprofit board experience is preferred.
7. Strong analytical skills and experience interpreting a strategic vision into an operational model.
8. Deep understanding of and experience with Office of Management and Budget audits.
9. An effective communicator at all levels in the organization, with strong oral and written skills and a willingness to share information.
10. A collaborative and flexible style, with a strong service mentality.
11. Creative, with experience funding activities in ways that both cover costs and generate operating margins.
12. Ability and willingness to travel internationally and domestically on an infrequent basis.
13. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and program ministry.
14. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
15. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities

This position directly supervises Finance working group.

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Revised: