



**VICE PRESIDENT OF FINANCE AND ADMINISTRATION  
POSITION PROFILE**

**CALIFORNIA HEALTH CARE FOUNDATION**

The California Health Care Foundation (CHCF) is dedicated to advancing meaningful, measurable improvements in the way the health care delivery system provides care to the people of California, particularly those with low incomes and those whose needs are not well served by the status quo. They work to ensure that people have access to the care they need, when they need it, at a price they can afford. CHCF's work is oriented around three goals, each staffed by a team at the foundation:

**1. Improving access to coverage and care for low-income Californians**

CHCF aims to advance state policy reforms and delivery system transformation to improve coverage and care.

**2. Advancing people-centered care**

CHCF supports care systems to work collaboratively to ensure people receive responsive, comprehensive, and coordinated services that support their health and well-being and reduce inequities in care.

**3. Laying the foundation**

CHCF aims to build a strong foundation for delivering meaningful change in California's health care system by providing timely research, supporting health care journalism, training leaders, and developing cross-sector networks.

**Organizational Structure and Culture**

CHCF is governed by an eleven-member Board of Directors, which provides overall strategic guidance and oversight to the President & CEO, and organization. CHCF's culture is defined by thoughtful, gracious, collegial, and passionate people that are deeply committed to the mission, systems change, excellence, diversity, equity, inclusion. The foundation has offices in Oakland (headquarters) and Sacramento, California, with almost 70 staff and nearly \$1 billion in assets. For additional information about CHCF, please visit [www.chcf.org](http://www.chcf.org).

## THE POSITION

Reporting to the President & CEO, the Vice President of Finance and Administration (Vice President) is a vital member of the Executive Team responsible for developing and leading investment, financial, administrative/operational strategies. The Vice President works closely with the Board of Directors, serving as staff lead to the Finance & Investment and Audit Committees, creating policies and objectives for investing and safeguarding the foundation's assets.

They work collaboratively with the Executive Team, which includes: the Senior Vice President of Strategy and Programs, Chief Talent Officer, Vice President of External Engagement, and Director of Communications, and program leaders and staff across the foundation.

The Vice President leads, mentors, and advises three direct reports: the Controller, Director of Grants Administration Management, and Director of Information Technology, with oversight for ten staff overall.

They ensure that CHCF has the appropriate infrastructure, systems, and organizational capabilities to successfully carry out its programs and work, advance the mission, and make a meaningful impact.

The position's primary office is in Oakland, California.

### Specific Responsibilities

#### Organizational Leadership and Management

- Partner with the President & CEO and Board of Directors on governance matters, including board meeting planning, coordination, materials, and presentations
- Partner with the President & CEO, Executive Team, and Board of Directors to define the organizational priorities and translate to investment, financial, and operational strategies and tactics
- Guide the organization on all investment, financial, and operational matters
- Ensure CHCF's commitment to diversity, equity, and inclusion is embedded in its investment, financial, and operational practices
- Partner with members of the Executive Team to develop and maintain operational plans and infrastructure to enable and support the foundation's grantmaking
- Partner with the Chief Talent Officer on benefits administration and compensation-related tasks
- Lead the Operations Management Team, a cross-functional team whose purpose is to oversee and set guidelines to ensure best practices and continuous improvement, policies, and practices across the organization's operational functions.
- Participate as a Program Management Team member; under the direction of the SVP of Programs and Strategy, the program management team is responsible for oversight, effectiveness, and impact of CHCF's programmatic (grantmaking) efforts.
- Respond to requests for information, both inside and outside CHCF; represent CHCF at various meetings and conferences

#### Investment Management

Partnering with the Board's Finance and Investment Committee and outsourced investment management firm:

- Assist in developing and guiding the investment strategy and oversee the investments and assets

- Assist in defining and maintaining the foundation’s spending and investment policies, procedures, and guidelines
- Assist in defining, implementing, and evaluating the investment program
- Engage, monitor, and evaluate CHCF’s outsourced investment firm and its activities related, including holding the firm accountable for identifying asset managers who have diverse and inclusive backgrounds

## **Financial Management**

Partnering with the Controller and Board’s Audit Committee:

- Lead the accounting, finance, and audit functions
- Establish the foundation’s internal controls framework and oversee the general ledger, ensuring compliance with generally accepted accounting principles
- Support the Executive Team in developing the foundation’s annual budget, including grant, operating, and capital expenditures
- Support the Executive Team in monitoring their team’s annual operating budget and budget allocations and providing training and mentoring on financial matters
- Oversee cash management to ensure that the foundation is fully invested at all times and that annual payout targets and ongoing operational needs and obligations are met
- Design, review, and present financial reporting, including monthly and annual financial statements, quarterly budget vs. actual comparative analysis, and periodic grant payout reporting
- Ensure regulatory compliance, including timely filing of tax returns and other required regulatory reporting and timely payment of taxes
- Oversee the annual external audit, including working with the Audit Committee to engage the audit firm and the auditors to define audit parameters and oversee the audit process
- Administer the foundation’s risk management program, including identifying and defining organizational risk, partnering with the Chief Talent Officer, and engaging insurance brokers/agents to secure insurance coverage, where appropriate, for the identified risks
- Lead and develop the strategy for Disaster Preparedness and oversee the plan’s implementation

## **Grants Administration**

Partnering with the Director of Grants Administration and Senior Vice President of Strategy & Programs:

- Lead the grants administration function
- Design, implement and maintain systems and processes that facilitate efficient and effective grantmaking, including reporting mechanisms that allow management and staff to monitor budgets in a timely and efficient manner
- In collaboration with key stakeholders, develop annual and multi-year program budget allocations and monitor, trend, and track grants and expenditures across fiscal years
- Oversee the design and implementation of periodic grantee audits

## **Information Technology**

Partnering with the Director of Information Technology:

- Lead the information technology function
- Design and maintain a technological infrastructure to facilitate the foundation’s work
- Ensure the system design provides for security, including backups and redundancy and the ongoing assessment and mitigation of cyber risks

- Support the development and maintenance of the electronic publishing platform to deliver information efficiently and effectively to the foundation's constituents

### **Real Estate Management**

- Supervise the management of the foundation's real estate holdings, including engaging and assessing a property management firm, approving budgets, authorizing expenditures, setting rents, and orchestrating periodic appraisals

## **CANDIDATE QUALIFICATIONS AND EXPERIENCE**

**Education:** A bachelor's degree in a related field (business, finance, or economics); an MBA or equivalent experience is preferred

**Experience:** At least fifteen years of accounting and broad-based financial management and operational experience, with five years of senior management experience

Additionally, the ideal candidate will possess:

- Experience functioning in a senior leadership position, including reporting to and partnering with the President & CEO and working with boards of directors
- Demonstrated experience with procurement of professional services
- Experience in deploying the principles and tools of endowment management
- Strong working knowledge of accounting principles and practices and accounting operations
- Strong working knowledge of investment theory and practice
- Strong working knowledge of foundation and non-profit tax regulations
- Understanding of the various tools of strategic impact. Including grantmaking, contracting, and intellectual property
- Strong working knowledge of technology, including computer software and the internet: word processing, spreadsheets, tax-related software, general ledger software, and online systems
- Prior experience working in a health-related or social service field is a plus

## **COMPETENCIES AND ATTRIBUTES**

The successful candidate will have:

- A passion for CHCF's mission and values
- A conscientious and consultative approach to problem identification and resolution, with an ability to anticipate needs, recommend options and implement solutions
- Strong analytical, strategic, and critical thinking skills
- Excellent leadership skills, ability to build relationships with, mentor, and influence staff at all levels of the organization
- Excellent written and communication skills, with an ability to translate complex ideas into clear, easy-to-understand concepts and products
- Comfort with ambiguity and demonstrated ability to remain flexible and nimble in a quickly changing environment
- Demonstrated ability to lead competent and high-performing functional leaders and appropriately delegate and empower staff to fulfill their responsibilities
- Ability to partner effectively with a variety of internal and external stakeholders

- Curiosity, humility, open-mindedness, and an eagerness to listen to and learn from colleagues and partners
- A professional and personal commitment to the ongoing work of becoming an anti-racist leader and to participating in CHCF's organizational Diversity, Equity, and Inclusion programs as a staff member
- Ability to give, seek, and incorporate feedback in a healthy and productive manner
- Unquestionable integrity, emotional intelligence, and sound judgment

The successful candidate will be:

- Creative, enthusiastic, independent, and results-oriented, with a high degree of initiative
- Team-oriented and highly collaborative
- Respectful of the fundamentals that have contributed to CHCF's successful work and outcomes while focusing on its future and ability to make a more significant impact
- Well-organized, with the ability to prioritize what is essential, which can shift by the day
- Compassionate, authentic, and transparent

## **COMPENSATION**

The total salary range for this position is \$331,000 to \$496,000, with a starting salary range of \$331,000 to \$386,000, commensurate with training and experience. The foundation provides a generous benefits package that includes medical, dental, vision, disability, life, and long-term care insurance; a cafeteria plan; commuter checks or paid parking; EAP and wellness programs; educational assistance; paid time off; and retirement benefits.

## **Commitment to Diversity, Equity, and Inclusion**

The California Health Care Foundation is committed to attracting and retaining a diverse staff and will honor your experiences, perspectives, and unique identity. They believe the power of diversity enriches all of us by exposing us to a range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

The California Health Care Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, ethnicity, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Employment offers will be contingent on a background check that is limited in scope and compliant with best practices for Fair Chance Hiring. We welcome formerly incarcerated people to apply for this role.

For additional information about the opportunity, please contact:

**LISA FISHER**

Principal

301-273-7074

[lfisher@lafsearch.net](mailto:lfisher@lafsearch.net)

[www.lafsearch.net](http://www.lafsearch.net)