



VP of Finance & Administration

(Full-time, exempt)

The Vice President (VP) of Finance & Administration provides strategic leadership and operational oversight for the essential functions of Finance, IT/Data, Legal and Human Resources, ensuring efficient support for company-wide goals by developing policies, leading teams, fostering innovation, acting as a key liaison to the Executive Team, and driving organizational efficiency and growth. The VP of Finance & Administration reports directly to the CEO.

Key Responsibilities:

- **Leadership & Management:** Direct applicable functional leaders related to Finance, IT/Data, Legal and HR, building strong teams, mentoring staff, and fostering a collaborative culture.
- **Strategic Planning:** Align these functions with overall business objectives, develop and implement strategic plan initiatives.
- **Innovation & Improvement:** Drive process improvements and adopt new technologies. Provide the infrastructure and support necessary for the organization's growth.
- **Risk & Compliance:** Ensure adherence to legal, regulatory, and organizational standards, and manage risk.

Job Requirements:

- Proven senior leadership experience (VP, Director level)
- Strong financial acumen
- Strong technology/data acumen
- Strong legal acumen
- Excellent communication, interpersonal, and negotiation skills
- Ability to lead change, solve complex problems, and think strategically
- Quick learner
- Ability to make high quality and timely decisions, and execute expeditiously
- Bachelor's degree in Business, Finance, or related field

Compensation & Schedule:

Compensation – Commensurate with skills and experience, salary of \$100,000; comprehensive benefits package is offered

Schedule – Full-time role working in our office in Naperville, IL

To Apply:

Send cover letter and resume to Human Resources at careers@loaves-fishes.org.

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.