



Recruitment Profile | Vice President of Finance





About the Astraea Lesbian Foundation for Justice

The Astraea Lesbian Foundation for Justice is the only philanthropic organization working exclusively to advance LGBTQI+ human rights around the globe. They support brilliant and brave grantee partners in the U.S. and internationally who challenge oppression and seed change. Astraea works for racial, economic, social, and gender justice because we all deserve to live our lives freely, without fear, and with dignity.

For 45 years, Astraea’s funding in the United States has responded to calls for full and radical queer, trans, and intersex liberation. Astraea believes that the most radical work is overwhelmingly led by Two-Spirit (2s), LGBTQI+, and Black, Indigenous or people of color who lead from an intersectional vision. These communities are fighting for survival in a country facing rising threats of fascism, a disturbing trend that continues to use state violence and surveillance to silence voices and dreams.

Likewise, the rise of populist anti-gender movements remains a significant threat to the collective safety and progress of global LGBTQI+ communities. One important way Astraea counters this is to support and fund strategies to collaborate across borders and sectors and focus international funding on bridge-building. In 2022, over 83% of international grantmaking went to organizations in countries with obstructed, repressed, and closing civil societies, which are often a primary target of anti-gender movements.

Astraea’s grantees build power by coming together through a variety of strategies and coalitions to make tangible change in people’s lives. Throughout our history and into our future, they are building the foundation for just and inclusive environments at the local and international levels. From providing critical public health services and guidance to advocating for legal rights and recognition, Astraea’s grantee partners are constantly working to create brighter stronger futures for people everywhere. In 2022, Astraea granted \$5.9 million to 230 partners in 55 countries.

Astraea’s mission is to fuel local and global movements that shift power to LGBTQI people and organizations pursuing social justice and human rights. They advance their mission by providing support in the form of grantmaking, philanthropic advocacy, communications, and capacity building.

As funders, Astraea believes it is their responsibility to not only resource movements through grantmaking, but also to support them to grow and thrive through capacity-strengthening, accompaniment, and advocacy for their brilliant work across philanthropy. By building deep relationships with their grantees, peers, and donors, Astraea works to create stronger ecosystems and understand what they need to remain resilient, fight back against exclusion and repression, and care for themselves and each other.

Organizational Highlights



Founded in 1977



\$17.4 Million in Revenues



10 Board of Directors



Staff of 42



Headquartered in New York, NY



For more information, please visit:
www.astraeafoundation.org





The Position

The Vice President of Finance (VPF) will steward Astraea’s financial health and lead in standardizing fiscal operations and developing organizational fiscal policies and processes. The VP of Finance is a key member of the Executive Leadership Team and is essential in developing the organization’s strategic goals and ensuring fiscal responsibility at all levels. Overseeing a five-person finance team, the VP of Finance is responsible for directing the financial and budgetary operations of the Foundation, including creating transparent and effective practices, and implementing accounting procedures and reporting that conforms to generally accepted accounting principles. Essential responsibilities include:

Strategic Leadership

- Partner with the Executive Team and Board of Directors to implement a financial vision, maintain the organization’s financial health, and ensure effective operations in line with Astraea’s organizational values and funding principles;
- Lead the annual budgeting process, working collaboratively with Executive Team members and team leads to align annual financial plans with the organization’s long-term strategic goals;
- Oversee risk management; manage short-term cash flow and asset investment, and oversee long-term financial planning and forecasting;
- Provide strategic recommendations based on financial analysis and projections, including:
 - Analyze trends and present monthly, quarterly, and annual financial statements to senior management, the Board Finance Committee and the Board of Directors;
 - Forecast return on investment (ROI) for current and future programs;
 - Inform key stakeholders of financial status and investments.
- Represent the Foundation externally to financial partners, acting as liaison to banking and investment advisors, auditors, and other relevant institutions.

Audit, Budgets, and Reports

- Manage relationship with external accounting firm for annual audits;
- Coordinate audit activities, including providing staff guidance in fulfilling responsibilities to prepare for and deliver necessary documents for the auditing process;
- Ensure the accurate and successful completion of required government reports, including preparing schedules and ensuring the accuracy of the IRS Form 990;
- Produce monthly and quarterly financial reports for Executive Team and Board review;
- Ensure timeliness, accuracy, and utility of financial and management reporting to funders.

Compliance and Controls

- Oversee the development and maintenance of financial policies, procedures, and controls to safeguard the organization's assets and ensure sound financial management;
- Oversee cash flow tracking and projections by revenue stream and report to the Executive Team and the Board of Directors as requested;
- Supervise the maintenance and reconciliation of general ledger accounts;
- Oversee month-end close process, ensuring accuracy of accounting entries, revenue and expense recognition, and proper capitalization of assets;
- Work with the Awards Management team to move resources efficiently and securely to partners.

Staff Management and Collaboration

- Supervise and coach direct reports through consistent feedback channels, engage in Astraea’s performance management processes, and monitor team goals, activities, operations, and performance;
- Collaborate with Executive and Management teams to design workflows that improve overall operational efficiency within the Finance team and across the organization;
- Act as a resource across the organization to build knowledge and support for the successful application and implementation of new finance policies and procedures;
- Work with other Executive Team members to ensure compliance with all relevant laws, policies, and regulations, and find cost-effective solutions in a remote work environment.



The Opportunity | This is a remarkable opportunity for a strategic finance leader with a deep understanding of cross-departmental systems to join a dynamic team that is transforming a complex organization. A change agent with a demonstrated ability to integrate and collaborate across departments will thrive in this role.



Professional Requirements

The new VP of Finance will bring a customer service approach to the Finance Department. They will be a collaborative leader invested in coaching colleagues to sharpen their financial learning edges and committed to building bridges across departments. The ideal candidate will have:

- A minimum of ten (10) years of demonstrated leadership experience in senior-level finance or accounting positions, preferably in a non-profit organization;
- Experience managing finance (accounting, budget, control, and reporting) for complex organizations with multiple funding sources, including government contracts;
- Knowledge of federal, state, and fiscal laws and regulations related to non-profit organizational management;
- Experience managing diverse team members through visionary leadership that promotes feedback channels, accountability, growth, collaboration, and team building;
- Excellent knowledge of data analysis, risk management, and forecasting methods;
- Demonstrated experience with accounting and financial management software; expertise in MS Excel is required;
- Excellent organizational, analytical, and problem-solving skills, with demonstrated ability to manage and meet multiple deadlines, and develop creative solutions;
- Experience working in complex international organizations is highly valued;
- Government contract and federal audit experience is strongly preferred;
- Bachelor's degree in relevant fields (e.g., business administration, finance, accounting) or equivalent work experience; CPA certification is ideal.

*45 YEARS OF JOY
IN RESISTANCE.*

The Vice President of Finance

Reports to: Executive Director

Leads: A team of five

Oversees: Assistant Controller and
Associate Director, Grants & Compliance

Manages: \$17.4 million budget

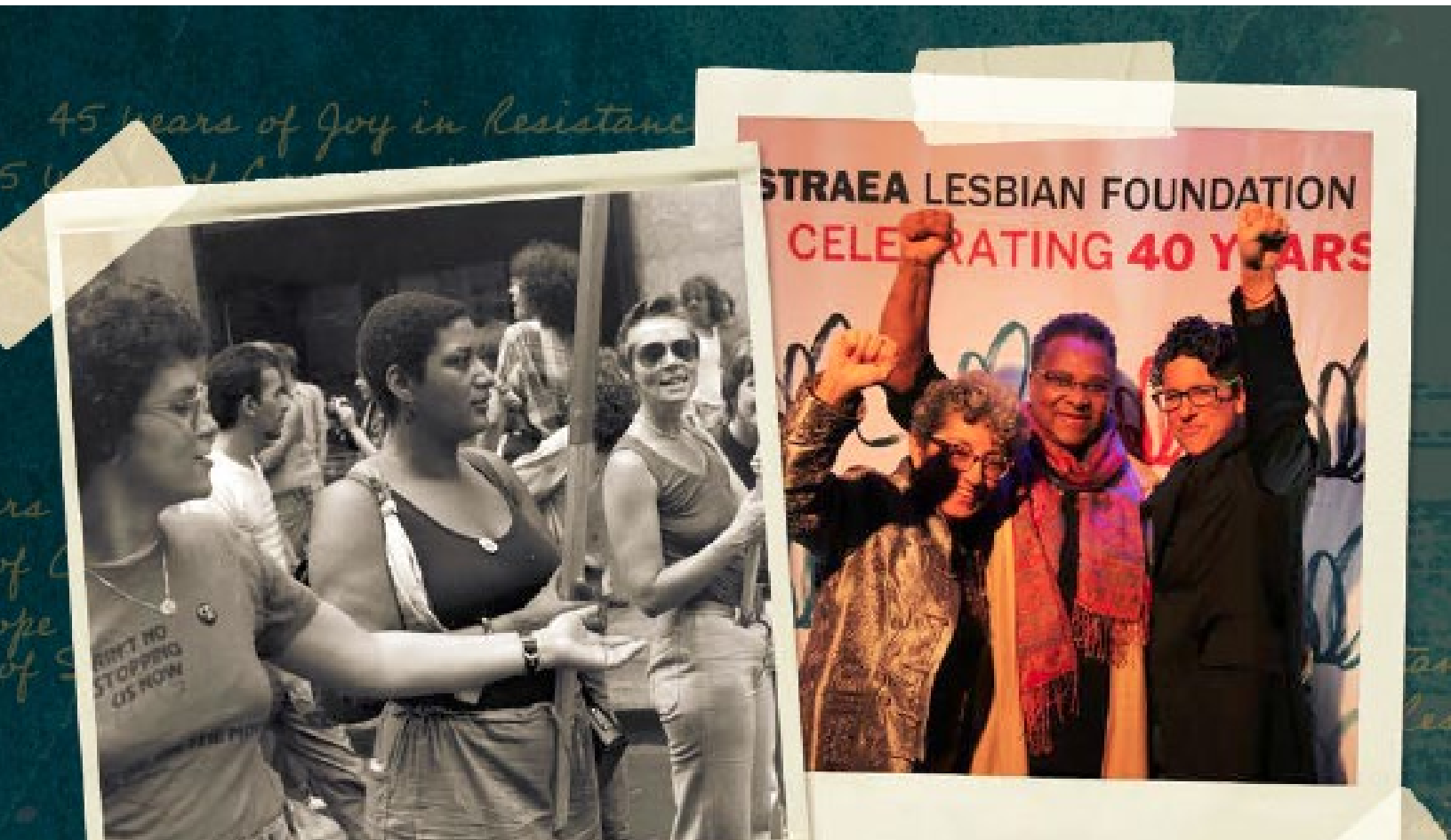
Lives: Anywhere in the United States

Personal Characteristics

We are seeking an inquisitive leader who is interested in gaining a deep understanding of Astraea's programs and the critical role of grassroots LGBTQI+ movements in the fight for full and radical queer, trans, and intersex liberation. The new VP of Finance will have a passion for Astraea's mission as a public foundation and queer feminist fund. The ideal candidate will bring the following qualities:

- Excellent oral and written communication skills including the ability to articulate a clear vision for social justice using a gender and racial justice lens;
- Ability to work and communicate with diverse audiences and multiple stakeholders;
- Ability to understand and maintain confidentiality;
- Understanding and acceptance of Astraea's core values and guiding principles as a social justice funder;
- Comfort with talking about identities such as race, ethnicity, sexual orientation, sex characteristics, class, ability, or gender in plain, specific terms;
- Commitment to and knowledge of issues facing domestic and global LGBTQI+, feminist, and racial, economic, and gender justice movements.

The new VP of Finance will be resolutely anti-racist and unwavering in their commitment to operationalizing racial equity in all aspects of this role. They will be invigorated by the complexities of Astraea's programs and culture and passionate about cultivating justice within the Finance Department and across the Foundation.





Compensation

Astraea determines staff salaries and benefits based on the organization's internal philosophy and pay equity. In keeping with this practice, the salary for this position will be determined based on these principles and the level of education, knowledge, skills, and experience the incumbent for this role possesses. In the executive tier in which this position sits, the target annual compensation for this position is \$170,000.

Astraea's competitive benefits package includes comprehensive insurance coverage, flexible hours, floating holidays, and resources for professional development. In addition to a generous PTO policy, Astraea observes a one-week organizational pause in the summer and a two-week pause at the end of the year. The Foundation also provides a 401(k) plan and matches up to 50% of the first 4% of employee contributions. Additional annual elective employer contributions are budget-dependent.

Location

Although Astraea's staff works from locations around the world, the new VP of Finance is required to live in the United States and have a valid U.S. work authorization. As a member of the Executive Team, the VP of Finance is expected to participate in regular, in-person meetings at the Foundation's offices in NYC. For candidates who prefer to work on-site, Astraea's primary office is located in New York City. Remote work is supported for those who do not live in the NYC metro area.

Contact

Please submit a résumé and original cover letter that describes your interest in the organization's mission and qualifications through the [application portal on our website](#).

Michelle Kristel, Managing Partner

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All inquiries will be held in strict confidence. Please note that your education, dates of employment, and other information will be verified prior to an offer.

McCormack + Kristel works only with equal opportunity employers. The Astraea Foundation seeks to actively and affirmatively build a qualified pool of applicants that includes representation from groups who have traditionally been excluded, underrepresented, or discriminated against. The Astraea Foundation is an equal-opportunity employer. Their policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude and experience to provide equal opportunity for all our staff members in compliance with applicable local, state, and federal law, and without regard to non-work-related factors such as sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, economic status, personal appearance including height and weight, HIV serostatus, sex characteristics, family responsibility, matriculation, political affiliation or any other status protected by federal, state or local law. If reasonable accommodation is needed to participate in the application and interview process, please express that with your cover letter and resume submission.

McCormack + Kristel is a national provider of executive search consulting services for nonprofit and philanthropic organizations. Our practice is focused on mission-driven clients, with expertise in placing executive and senior leaders in foundations, and advocacy, social justice, health and human service organizations.

