**Organization:** Results for America  
**Role:** Vice President, Finance  
**Location:** Washington D.C. or New York City preferable

**Organization Overview**  
Results for America is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world’s greatest challenges. Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now beginning its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the “new normal.”

**Position Overview**  
Results for America is seeking a Vice President of Finance to continue strengthening the financial foundation of the organization by continuing to develop and manage new and existing internal practices, policies, and systems to support the expansion of its policy and programmatic work. This individual must be a compelling senior leader, with a strong nonprofit financial management background and excellent strategic thinking, communication, and management skills. This individual must be a consummate professional, collegial team player, and highly capable multi-tasker, able to execute multiple projects to deadline simultaneously.

**Position Reporting Relationship**  
The Vice President of Finance will report to RFA's Chief Operating Officer (COO).

**Position Responsibilities**  
The responsibilities of the Vice President of Finance are grounded in four (4) core areas: financial policies and procedures; budget development and management; grants management; and contracts management. Specific responsibilities include but are not limited to the following:

**Budget Development and Management (40%)**  
- Work closely with organization’s executive team and program leaders to develop organization-wide and program-specific budgets each year;  
- Launch, lead, and manage a multi-year budgeting and investment analysis in partnership with the CEO and VP, Strategic Partnerships;
• Work closely with outsourced bookkeeping firm to prepare monthly, quarterly, and annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP);
• Analyze and present all financial reports in an accurate and timely manner, including communicating clearly about report content and related opportunities and challenges to RFA’s diverse internal and external audiences;
• Manage organizational cash flow and forecasting;
• In partnership with outsourced accounting firm, lead the annual audit process, including by liaising with external auditors and RFA’s senior program and executive leadership and ensure that Results for America annually receives a clean audit; and
• Create and effectively communicate ongoing and real time financial forecasts for the CEO, executive leadership team, and board of directors, in order to clarify the organization’s financial realities and opportunities.

Grants and Subawards Management (20%)
• In alignment with the strategic partnerships team, design an efficient, centralized process to develop budgets for inclusion in grant proposals submitted to potential funders, ensuring that this process aligns with internal financial policies and reporting practices; and
• Design an efficient process to pay, allocate, monitor and track subawards to the organization’s strategic partners in accordance with internal policies and 990 requirements.

Financial Policies and Procedures (15%)
• Develop, manage, and update organization’s financial practices/procedures, policies, and systems including but not limited to those in RFA’s financial policies and procedures document; and
• Work closely with the organization’s Talent/HR team on practices/procedures, policies and systems related to payroll administration, insurance policy acquisition and administration, and federal, state, and local compliance registrations.

Contracts Management (15%)
• Design and oversee a robust contracts management system, ensuring that the contract billing and collection schedule is adhered to; and
• Supervise the Manager, Grants and Contracts, in the development, allocation, and payment of contracts and subawards to the organization’s strategic partners.

Team and Vendor Management (10%)
• Supervise an Associate, Finance, in the administration of organization expense reimbursement and billing processes and vendor partners, ensuring that expense coding in accordance with accounting policies and procedures, and aligned to outsourced accounting firm timeline and requirements;
• Supervise the Manager, Grants and Contracts, in the implementation of the grant budgeting and subawards processes;
- Manage the relationship with the organization’s external accounting and audit firms; and
- Support the HR/Talent team in the management of RFA’s relationship with its professional employer (PEO) organization.

All RFA employees are expected to participate in the organization’s diversity, equity, and inclusion (DEI) efforts.

This is a full-time, exempt position.

**Position Requirements**
The ideal candidate will possess the following qualifications:

- BS/BA in accounting, finance or relevant field required; MSc/MA and/or CPA or other relevant qualification is a plus;
- 15+ years financial management leadership experience with increasing levels of responsibility, preferably within a high-growth nonprofit with philanthropic investors;
- Broad, expert knowledge of accounting principles and experience in nonprofit accounting required;
- Excellent financial analysis and forecasting skills and experience;
- Experience working with external auditors, compliance and regulatory oversight;
- Experience working with investment managers and Board Investment Committee;
- Excellent staff and project management skills and experience;
- Excellent verbal and written communications skills and experience;
- Ability to be nimble, flexible, and responsive in a dynamic environment; and
- Strong commitment to Results for America’s mission.

**Salary and Benefits**
At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA's position level and salary bands and against similar nonprofit organizations; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits.

**How to Apply**
To apply for this position, please send your cover letter and resume to recruiting@results4america.org. The subject line of your email should read “YOUR NAME – VP, Finance”.

*RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance, sexual orientation, gender identity or expression, genetic information, family responsibilities, matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under
federal, state or local law.