



VICE PRESIDENT OF FINANCE AND OPERATIONS
York, Pennsylvania

The Opportunity

Mission of YCCF: *Create a vibrant York County by engaging donors, providing community leadership, investing in high-impact initiatives while building endowment for future generations.*

Organizational Goals 2022-2024

- Low-income children, individuals, and families in York County build lasting financial security
- YCCF is donors' first choice to achieve their charitable goals AND invest in community transformation
- Diversity, equity and inclusion is woven throughout YCCF's work and demonstrated by increase in diverse donors and grantees

Position Summary: As a member of the Community Foundation's leadership team, the Vice President of Finance and Operations is responsible for advancing the mission of the Community Foundation primarily by retaining the confidence of our stakeholders by ensuring good stewardship of the funds entrusted to the Foundation, growing endowment for future generations, and sustaining high-caliber customer service. The Vice President leads the Finance Department and is accountable for business strategy, sound financial and investment management, and highly effective operations. The role requires extensive knowledge of and experience in non-profit accounting practices, budgeting, financial analysis, managing risk and compliance, investment and endowment management, employee benefits and experience working with volunteer advisory committees and Boards. As a member of the leadership team, the Vice President must embrace YCCF's mission and values and collaborate with other departments to develop organizational plans and policies, problem-solve and build a high-performing team that demonstrates a commitment to diversity, equity, and inclusion throughout its practices.

Reports to: President/CEO

Location: Currently operating in a hybrid capacity

Supervisory responsibilities: Supervises the Controller and Financial Administrator. The Controller supervises an Accountant, who rounds out the department.

Position Responsibilities

Financial Stewardship and Operations (60%)

- Oversee and be fully knowledgeable of Finance Department functions including fund management, financial statements, payroll, employee benefits, accounts payable, purchasing, spending policy calculations and month-end investing
- Implement a system of policies, internal controls, and procedures to maximize efficiencies, comply with legal and regulatory standards and best practices in the field
- Plan, coordinate and execute the annual budget process and secure approval from the Finance Committee and Board of Directors
- Conduct regular financial projections and analysis to advise the President, committees and Board of Directors
- Maintain personnel policies in compliance with industry standards and labor laws and coordinate revisions with the President and Personnel Committee
- Administer employee benefits program and evaluate annually
- Coordinate and document processes among functional areas including Finance & Administration, Development, Grants Management and Communications proactively seeking increased efficiency
- Manage all banking relationships and functions for maximum efficiency and to generate maximum returns
- Identify and develop strategies to manage organizational risks
- Manage YCCF's technology needs and operations and maintain good working knowledge of how technology is used by staff and opportunities for improvement
- Lead and manage YCCF facility needs, rental agreements and capital improvements
- Oversee and negotiate contracts with external vendors
- Coordinate the renewal of the Council on Foundation's National Standards certification
- Serve as the staff liaison to the Finance and Audit committees. Work with the committee chairs to develop agenda, present proposals for approval, make recommendations to the Board, recruit committee members and engage them in the mission of the Foundation
- Lead, motivate, evaluate and develop a high-performing team

Building Endowment for Future Generations (30%)

- Maintain relationships with investment fund managers to ensure compliance with YCCF's investment policy
- Oversee internal processes for investment of new assets and authorize transactions
- Serve as the staff liaison to the Investment Committee
- Research and monitor market trends to inform the investment strategy and identify potential threats and opportunities

Engaging Donors (10%)

- Assist in promoting the Foundation by confidently communicating Foundation products, services and investment performance in presentations to fundholders and donor prospects
- Build positive relationships with donors in coordination with the Development Department by engaging donors at YCCF and community events
- Assist in identifying donor prospects by being actively engaged in the community

Providing Community Leadership (5%)

- Represent the organization externally, as necessary, particularly in investment and banking matters
- Assist in identifying community issues and philanthropic trends that impact YCCF's mission

Investing in High-Impact Initiatives (5%)

- Identify and assist in building relationships and opportunities with organizations that can advance the Foundation's priorities
- Support financial reporting to grants committees as needed

Education and Prior Experience

- Business or Accounting degree mandatory, a Master's in Business Administration /CPA preferred
- Minimum of seven years of experience in a senior management role
- Experience with nonprofit finance and accounting regulations desirable
- Proven track record of success driving progressive organizational change and development within a growing organization

Skills Required

- Excellent working knowledge of accounting principles and investment strategy
- Strong analytical skills and ability to operate as an effective tactical and strategic thinker
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills
- Initiator and self-reliant decision-maker
- Ability to evaluate processes and implement strategies to optimize effectiveness
- Exceptional supervisory, mentoring, coaching skills
- Strong written, oral, interpersonal and presentation skills with diverse audiences
- Working knowledge of Microsoft Office products including Word, PowerPoint and Excel and experience working in databases and accounting software
- Collaborative team player who is willing to roll up their sleeves to help
- Unimpeachable ethical standards, confidentiality, and personal integrity
- Passion for YCCF's mission and commitment to organizational values
- Awareness of personal strengths, challenges, and bias, and commitment to self-improvement

The Organization

The York County Community Foundation (YCCF) is one of the fastest-growing community foundations in Pennsylvania because it has stepped forward to play a central role in creating a vibrant York County. Tapping into the region's long-held philanthropic spirit and community pride, YCCF engages donors, provides community leadership, invests in high-impact initiatives, and builds an endowment for future generations. It envisions a growing, united, and prosperous York County that provides unsurpassed opportunities for all.



With over \$178 million in assets, YCCF is the fourth largest community foundation in Pennsylvania. For 60 years, it has worked with donors to establish over 625 permanent endowment funds and a legacy society with more than 400 members. YCCF is focused on being York's undisputed first choice for philanthropy by offering personalized options to meet donors' philanthropic goals. Learn more about YCCF by watching these [videos](#).

This is a great time to join the York County Community Foundation team. Yorkers know YCCF as a highly capable and trustworthy institution that plays a key leadership role in building a great community by centering the voices of the community. You'll be joining a mission-focused organization with a stable foundation that enables us to support long-term impact in our community. The YCCF brand is becoming more recognizable as the undisputed first choice for endowed charitable giving in York County.

In 2021, YCCF celebrated 60 years of creating a vibrant York County. As we embarked upon this milestone year, the staff and board went through a strategic planning process in 2020 to help chart our course for the future. We've identified exciting and ambitious priorities and we're looking for a dynamic professional who embraces our values as they drive for results.

We value courage.

We value diversity and equity.

We value strategic, collaborative, and inclusive approaches.

We value integrity.

We value innovation.

YCCF's winning aspiration is to fuel community transformation – that means using all our tools to address the underlying causes of York's challenges and fixing systems, so they work for every York Countian. This year, we are addressing three priority goals for our organization:

- Low-income children, individuals, and families in York County build lasting financial security

- YCCF is donors' first choice to achieve their charitable goals AND invest in community transformation
- Diversity, equity and inclusion is woven throughout YCCF's work and demonstrated by increase in diverse donors and grantees



YCCF awards between \$6 and \$8 million in grants each year towards our strategic priorities:

- ❖ Helping low-income children, individuals, and families build lasting financial security.
- ❖ Unite for Powerful Community Progress: Strengthen collaboratives' ability to effect change.
- ❖ Embracing Aging: Improve how people perceive and experience aging in York County by disrupting negative

attitudes on aging, dismantling ageism, and increasing opportunities and accessibility for people age 50 and older. In 2022, YCCF is launching TroveStreet, a new online platform and interactive service that provides important guidance, resources, information, and opportunities to help adults plan and maximize their aging experience, both now and into the future. Embracing Aging manages York County's Age-Friendly Action and Evaluation plan, for York County's enrollment in the AARP Network of Age-Friendly States and Communities.

- ❖ Environmental Stewardship: Improve water quality and recreational opportunities along the Codorus Watershed, implement energy sustainability strategies at nonprofits and in the public sector, and preserve farms and farming.

- ❖ Racial Equity: Launched a Racial Equity Fund in 2021 to specifically address racial disparities and build capacity of leaders of color.

YCCF is also home to other organizations and initiatives that build community:

- ❖ The Memorial Health Fund is a supporting organization with its own board of directors. With YCCF operational support, its focus is to award grants that improve the physical, mental, and social well-being of the residents of York.

- ❖ The Women's Giving Circle of YCCF is building a community of thoughtful, effective philanthropists. The WGC is committed to educating and developing its 80 members and to engaging with funding partners and key allies across the community to support urban revitalization, educational opportunities, and diversity. It convenes stakeholders, solicits expert advice, and identifies investment opportunities where it can add unique value.

Our Commitment to Diversity, Equity, and Inclusion

In 2016, YCCF adopted an inclusion policy and proactively diversified its Board and volunteer committees. We've also expanded our grantmaking to historically excluded groups, including launching a Racial Equity Fund in 2020. While YCCF has made well over \$1.5 million in grants to reduce educational, economic, and health inequities, revitalize neighborhoods, and promote diversity and inclusion since 2018, the Racial Equity Fund and its advisory committee provide an opportunity for YCCF to learn how to address those challenges using the racial equity lens.



During our strategic planning process, we sought feedback from community leaders of color to hear how YCCF can better support minority communities. They urged us to look for and eliminate bias in how we work and be intentional about incorporating equity into our grant making. They called on us to address the root causes of economic and educational disparities and to ensure those most impacted by racial disparities have a seat at the table when decisions are being made. We have engaged a consultant to assist us in incorporating this feedback into our daily work.

YCCF has led efforts to sustain community improvement by convening conversations on critical community issues, researching best practices, and creating powerful partnerships that drive results. In 2017, YCCF received a Commonwealth Award from 10,000 Friends of PA for its Social Impact Investment Fund, a recently- established patient capital fund that uses its operating surplus to invest in local economic development projects that contribute to York's downtown renaissance.

YCCF's Leadership

Jane Conover joined the York County Community Foundation in March 2010 as Vice President of Community Investment. She led the Foundation's evolution from reactive grantmaker to proactive driver of community change through grantmaking and leadership. She became Senior Vice President and COO in 2014 and was promoted to President and CEO in 2015.

Jane is a strategic thinker, highly driven, and is committed to marrying donor passions with building a stronger community. She envisions a community foundation that is seen as a change-maker and thus the undisputed first choice for philanthropy in York County. Jane was given an image award in 2017 from the Black Ministers Association and in 2019 by the York City Human Relations Commission for her work to promote diversity and social justice for underserved populations.



Prior to joining YCCF, Jane was Chief Community Officer at the YWCA of York, where she played a variety of roles during her tenure including Development Director and Interim Executive Director. She led the YWCA's domestic violence and sexual assault centers and the revitalization of the Olde Towne East neighborhood, raising over \$6 million to turn-around a challenged city neighborhood. Jane holds a master's degree in Social Work from the University of Maryland, Baltimore, and a bachelor's degree in Finance from Fairfield University in Connecticut.

Jane serves on the Board of Directors of WITF public radio and on the Advisory Boards of York College's Center for Community Engagement and Graham School of Business and the Governor's Committee on Community Development. She is a member of the Rotary Club of York. Jane lives in Springettsbury Township with her husband Steve and enjoys gardening and riding scooters through the beautiful countryside of York County.

The President's senior leadership team includes the new Vice President of Grants & Community Engagement, the Vice President of Development, the Vice President of Finance and Operations, and the Marketing & Communications Director.

To meet the rest of the YCCF staff, visit <https://yccf.org/about-us/our-staff/>.

To Apply

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Cover letter, including salary requirements if any, along with resume or CV should be sent to employment@yccf.org. Applications will be reviewed on a rolling basis and will remain open until the new team member is found.

York County Community Foundation is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.