



POSITION ANNOUNCEMENT

Vice President of Finance & Administration

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

The Vice President of Finance & Administration (VPFA) is a senior executive leader responsible for the strategic oversight and integration of the organization's **financial management, business operations, human resources, information technology, facilities, risk management, and real estate development** functions. As a trusted advisor to the President & CEO and Board of Directors, the VPFA ensures long-term financial sustainability, operational excellence, regulatory compliance, and alignment with the organization's mission and strategic plan.

The ideal candidate is a hands-on leader who enjoys mentoring a hard-working team and thrives in a fast-paced, inclusive, and diverse environment. The VPFA will work closely with the President & CEO and the Board of Directors and must possess a strong affinity for community-focused work and issues impacting BIPOC communities.

Duties and Responsibilities:

Financial Strategy & Management

The VPFA executive is responsible for the integrity of all fiscal operations, providing the leadership necessary to ensure the organization's long-term financial health, sustainability, and growth.

Key responsibilities include:

Financial Strategy & Reporting

- Serve as a strategic financial advisor to the President & CEO and Board of Directors, providing timely, accurate analysis of the organization's financial position, stability, liquidity, and growth.
- Oversee all financial assets and resources, analyzing economic, business, and market conditions to inform organizational strategy and mitigate financial risk.

- Lead long-term financial planning, forecasting, and cost management in alignment with the organization's strategic plan.
- Support the Board's Finance and Asset Management Committee, ensuring it meets fiduciary responsibilities and fulfills all financial reporting requirements.
- Establish and maintain constructive relationships with financial institutions to optimize cash management, investments, and access to credit and loan facilities.

Budgeting, Analysis & Operations

- Direct and coordinate the annual budget development and approval process in collaboration with executive leadership and departmental managers.
- Monitor, analyze, and oversee all cost accounting procedures and expenditures, implementing cost-saving strategies and efficiency improvements.
- Ensure accurate and timely financial reporting, including routine and ad hoc analysis to support decision-making.
- Provide oversight of financial performance metrics and recommend corrective actions when necessary.

Compliance, Integrity & Auditing

- Ensure the full integrity of all financial operations by overseeing contracts, revenues, and compliance with state, federal, and funding regulations
- Develop, maintain, and enforce fiscal policies, procedures, and internal controls consistent with GAAP and industry best practices.
- Oversee and direct all external financial audits, contract monitoring, and auditing visits, ensuring successful outcomes and timely resolution of findings.
- Collaborate closely with the Controller to ensure strong financial control, transparency, and accountability.

Strategic Human Resources & Administration

- Provide executive oversight and guidance to the Human Resources department, supporting effective recruitment, onboarding, retention, benefits administration, and employee relations while ensuring compliance with employment laws and nonprofit best practices.
- Offer strategic leadership and support to HR during labor relations and collective bargaining with unionized employee groups, fostering collaborative, transparent, and mission-aligned relationships with labor partners.
- Oversee compensation and benefits strategies to ensure internal equity, transparency, and external competitiveness. Support and review organization-wide wage comparability and market studies and guide leadership in implementing fair and sustainable compensation practices.
- Contribute human capital and administrative insights to the organization's strategic planning efforts, supporting long-term organizational health, workforce sustainability, and mission impact.

Asset Management, Information Technology, and Real Estate Development

- Provide strategic oversight of all organizational facilities, fixed assets, and capital investments.
- Develop and maintain a comprehensive long-range Facilities Master Plan (up to 15 years) to forecast capital needs and improvements.
- Lead the annual capital planning and budgeting process, including deferred maintenance, preventative maintenance, and major capital improvements.

- Ensure facilities and assets are effectively maintained, utilized, and protected to support programmatic and operational needs.

Real Estate Development & Management

- Direct all real estate development initiatives from planning through completion, aligning projects with organizational strategy.
- Manage relationships with attorneys, developers, lenders, and consultants involved in real estate and capital projects.
- Provide financial oversight of development projects, including pro-forma development and capital stack structuring.
- Ensure compliance with all federal, state, and local regulations related to property acquisition, management, disposition, and sale, particularly for properties with a federal interest.

Information Technology & Cybersecurity

- Provide executive oversight of the organization's IT infrastructure and cybersecurity strategy to support operational and programmatic needs.
- Establish and enforce technical standards, policies, and procedures to ensure and secure, effective communication, data integrity, and records management.
- Collaborate with senior leadership to align technology investments with organizational priorities and risk management objectives.

Enterprise Risk Management

- Lead enterprise-wide risk management efforts to protect the organization's financial, physical, and digital assets.
- Develop and maintain robust risk management policies, internal controls, and mitigation strategies.
- Ensure adequate insurance coverage, including property, casualty, liability, and cybersecurity insurance.
- Conduct regular risk assessments and implement controls to minimize exposure and ensure organizational resilience.

Attributes and Qualifications

The ideal candidate for the Vice President of Finance and Administration is a seasoned, strategic, and mission-driven leader with a proven track record of managing the complex financial and administrative functions of a non-profit organization.

Required Experience and Education:

- A minimum of **10 years of broad finance experience**, including at least 7 years in a senior financial leadership role within a non-profit organization.
- An **advanced degree in Accounting, Finance, or a related field** from an accredited university is required; a **CPA is strongly preferred**.
- Demonstrated success in a senior management role, partnering with the CEO and Board of Directors to develop and implement creative financial strategies.

Core Competencies:

- **Non-Profit Financial Expertise:** Intimate knowledge of non-profit accounting (GAAP), including sophisticated fund/grant accounting, compliance, reporting, and management of complex revenue streams from government contracts and foundations. Experience managing relationships with external audit firms is essential.

- **Strategic Leadership:** Proven ability to gather and evaluate complex financial information and make actionable recommendations to executive leadership. Experience leading and mentoring senior staff in a collaborative, team-oriented environment is crucial.
- **Full-Spectrum Operations Management:** Significant experience providing strategic oversight for **Human Resources, Facilities, and Information Technology**. Specific experience leading the implementation of new systems and software is highly desirable.
- **Business & Negotiation Skills:** Strong business acumen with demonstrated success negotiating favorable terms with financial institutions, vendors, labor unions, and other external partners.

Personal Attributes:

- **Exceptional Communication Skills:** The ability to clearly and effectively communicate complex financial information to a wide variety of stakeholders, both verbally and in writing.
- **Integrity and Judgment:** A self-starter who demonstrates the highest standards of integrity, ethical conduct, and sound judgment.
- **Analytical & Problem-Solving Skills:** Excellent analytical, abstract reasoning, and organizational skills with a talent for creative problem-solving.

Physical Requirements:

- Able to sit for long periods of time
- Ability to lift up to 15lbs

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:**
- **Reports to:** Peter Rosario
- **Schedule:** Monday- Friday; 9am - 5pm
- **Compensation:** \$160,000.00 Annually
- **Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance, travel reimbursement (when eligible), and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasadedonpedro.org with **“Vice President of Finance & Administration”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.