

Title: VP, Finance and Administration

Reports to: EVP, Operations and Organizational Development

Philanthropy New York is a nonprofit membership association of more than 265 foundations and corporate giving programs based in the New York metropolitan region. Philanthropy New York supports and strengthens the work of the philanthropic sector by providing professional development and learning, networking and opportunities for funders to collaborate. For more information on our work and a preview of our program calendar, please visit www.philanthropynewyork.org.

Position

The Vice President of Finance provides strategic leadership and oversees the effective day-to-day management of the organization's financial and operational assets, ensuring strong fiscal stewardship and compliance with employment, legal, and regulatory requirements. As a member of the management team, this role partners across the organization on annual and long-range planning, organizational learning, and cross-functional alignment, while supporting the integration of racial equity commitments into core operations and culture. The ideal candidate is a collaborative, strategic finance leader who thrives in a fast-paced environment; translates complex financial information into clear, actionable insights for non-finance partners; designs scalable systems and planning tools; and exercises sound judgment, initiative, and discretion with highly confidential information. Proficiency with financial and data tools including QuickBooks, Bill.com, Salesforce, and Microsoft 365 is required, along with a demonstrated commitment to fiscal integrity, continuous improvement, and advancing racial equity grounded in an understanding of structural racism. This is a full-time, hybrid role requiring 2–3 days in the office (Tuesday–Thursday) and occasional early morning or evening hours to support programs and meetings.

Key Responsibilities

Financial Management & Administration: *Provide strategic and day-to-day operational leadership of the organization's budget, accounting functions, audit and tracking of restricted and unrestricted assets.*

- Oversees and carries out all accounting functions for \$5 million annual budget and additional +/- \$4 million in fiscally sponsored and restricted programs.
- Oversee annual audit process including preparation of required schedules, worksheets, and required documentation for the annual audit and 990 tax returns.
- Appraises the organization's financial position, providing accurate and timely financial and operating reports
- Develop financial reports for board and committee meetings and support the EVP to lead the Audit and Finance Committees

- Develop and maintain relationships with fiscally sponsored projects. Provide oversight and guidance with respect to budgets, grant proposals and reports, and ensure activities are aligned with agreements. Oversee financial reporting to fiscally sponsored projects, accurately segregating project assets from PNY assets.
- Lead a transparent and inclusive annual budget process.
- Track restricted and temporary restricted grants, including proper spend down for purpose, time, and to align with budget.
- Update and enforce fiscal policies, systems, and procedures outlined in the organization Finance Handbook. Ensure compliance with GAAP and internal control policies.
- Oversee the management and reporting of assets in line with organization's investment policy.

Operations & Compliance: *Ensure optimal operational working environment and accountability to all organizational legal and fiscal obligations*

- Draft and review contracts, agreements, and related documents in consultation with EVP to ensure compliance with the law and organizational practice.
- Oversee, with support from the operations manager, the maintenance and adoption of effective office systems, including phone, AV and IT services. Partner with IT vendors to assess and mitigate cybersecurity risks.
- With support of the operations manager, manage contractual relations with vendors and other third parties as necessary.
- Manage and administer organizational insurance requirements with independent insurance providers.
- Manage all aspects of organizational operational compliance (state annual filings, charitable registrations, labor and regulatory requirements etc.).
- Support the management and continuous improvement of the organization's data and information management systems and protocols.
- Identify opportunities to strengthen routine systems for invoicing, accounts payable (utilizing Bill.com), and accounts receivable. Liaises with broker to ensure compliance in the management of the organization's retirement accounts.

HR Administration and Personnel: *Oversee payroll and benefits administration and ensure organizational compliance with all personnel policies and regulations.*

- Work closely with external HR consultant to administer payroll and employee benefit services (health insurance, commuter benefits, etc.).
- Ensure compliance with employment policies, labor standards, and HR regulations.
- Manage all human resources related compliance, including employment eligibility, state and federal compliance, staff handbook, and required staff trainings.

Leadership & Management: *Provide clear direction and supervision to department staff and collaborate with other managers to lead organizational culture and cultivate organizational learning. Engage with members to develop strong peer practice communities.*

- Supervise operations manager and 2 accounting consultants - set clear objectives, provide coaching and development and manage progress on tasks and timelines
- Support the development and implementation of racial equity commitments into the core work of the organization.
- Create a culture with colleagues to think beyond specific tasks to the overall organizational mission and context.
- Create an annual workplan for the department that is aligned to the organization's strategy.
- Serve as the liaison to the Foundation Financial Managers Group and Human Resources Leadership Group, managing quarterly meetings and building strong relationships with members.

Qualifications & Experience:

- Bachelor's degree in a related field required, MBA or CPA preferred
- Minimum of 14 years of related professional experience, part of which may or may not be gained during attainment of a formal degree, and at least four years working in philanthropy, nonprofits and/or membership associations
- Supervisory experience required
- Strong knowledge of GAAP as applied to nonprofit accounting
- Experience managing and reconciling a high volume of receivables.
- Demonstrated experience in financial management and accounting, including budget, compliance, audit and contracts
- Experience overseeing payroll, tax deferred retirement programs, and employee benefits
- Experience managing the financial reporting process for restricted grants a plus.
- Previous reporting to or support of a board, advisory board or other governance structure a plus.

Compensation & Benefits

The annual hiring salary range for this role is \$133,000 – 149,500. PNY also offers a competitive benefits package which includes:

- Group Insurance Benefits: PNY pays 90% premiums for group health insurance, fully paid premiums for group dental and vision insurance, long-term disability, and life insurance for employees. For employees with qualified dependents, PNY pays 75% of premiums for group health insurance and full premiums for dental and vision insurance.
- PNY Retirement Contribution: After the first year of employment, PNY contributes 10% of salary and matches employee contributions up to an additional 3%.
- Paid Time Off (PTO): 24 days of PTO in the first three years of employment and 28 days from that point on. PTO program covers vacation and sick leaves.

- Other Time Off: 13 paid holidays, office closed between Christmas Day and New Year's Day, and 6 Fridays off between Memorial Day and Labor Day each year.
- Professional Development Budget: An annual allocation for employees to continue work-related growth opportunities.
- Work-from-Home Budget: Additional funding upon hire to create a safe and efficient home workspace.

To Apply

PNY is partnering with working with human resources firm, ATH Solutions, to conduct the hiring process. Interested candidates should submit their application by completing the [application questionnaire](#) by **April 17, 2026**.

No phone calls, please. Due to the high volume of resumes we receive, we are unable to respond to all candidates. We will be directly in touch with candidates for first round telephone interviews.

Philanthropy New York is committed to creating a more equitable workplace. We value diversity and are dedicated to the recruitment, inclusion and retention of individuals of diverse backgrounds, sex, race, religion, gender preference and sexual orientation.