

**Job Title:** Vice President of Finance & Administration

**FLSA Status:** Exempt

**Reports to:** Chief Executive Officer

## **Summary:**

The Vice President of Finance & Administration oversees and leads all of Greater St. Louis, Inc.'s ("Company") finance and administration functions, to include human resources, governance, risk management and other similar activities supporting the Company's mission-focused initiatives. The Vice President of Finance & Administration leads a team of internal personnel and contracted resource partners charged with creating and enhancing a best-in-class system of policies, procedures, controls and other risk-mitigating practices designed to ensure a strong business foundation for the Company's growth in a complex and evolving environment for tax-exempt charitable and philanthropic organizations. The incumbent will report directly to and work closely with the Chief Executive Officer and serve as a key member of the Company's leadership team. The successful candidate will: exhibit the highest degree of personal integrity; possess superior leadership, communication and creative problem-solving skills; hold at least a bachelor's degree with no less than ten (10) years' progressively responsible experience in a functional area relevant to the work; be capable of substantial independent judgment within an agile, fast-paced business environment; and demonstrate a commitment to the mission of the Company.

## **Essential Duties and Responsibilities:**

The Vice President of Finance & Administration must perform successfully the following essential duties and responsibilities:

- Assist the Chief Executive Officer in the administration of the Company's mission-support functions, such as: accounting; financial reporting; financial analysis; human resources and benefits; insurance coverage; compliance; preparing for board and similar meetings; and other governance and risk-management activities, utilizing best practices to ensure the highest level of accountability.
- Provide leadership to enable the Company to carry out its economic growth initiatives.
  - Apply knowledge, skills and experience to identify, communicate and problem-solve risk-management issues at the earliest possible opportunity.
  - Ensure compliance with all relevant financial management policies and procedures through the management of a team of outsourced accounting professionals (which function as the organization's Chief Financial Officer) and internal staff.
  - Lead and coordinate the Company's relationship with outside audit professionals.
  - Supervise internal and outsourced human resources professionals and benefits providers, including the Company's PEO and other providers, to ensure seamless provision of services and benefits to employees.
  - Manage business risk through attentive review of proposed contractual arrangements, engagement of outside counsel as needed, executing insurance coverages where appropriate, and other prudent measures.
  - Monitor and report performance on mission-support activities under the incumbent's purview to the Chief Executive Officer and fiduciary board of the Company as may be required periodically.
- Engage effectively with external and internal stakeholders.
- Comport with the highest ethical standards of business and civic leadership in all dealings.
- Manage change effectively.
- Perform other duties or assignments consistent with the mission of the company as directed by the Chief Executive Officer.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesize complex and diverse information; collect and research data; design work flow and procedures to evaluate information.

Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternate solutions; work well in group problem solving situations; use reason when dealing with emotional topics.

Project Management – Develop project plans; coordinate projects; communicate changes and progress; complete projects on time and budget; manage project team activities.

Cooperation – Establish and maintain effective relations; exhibit tact and consideration; offer assistance and support coworkers; work cooperatively in group situations; actively resolve conflicts.

Judgment – Display willingness to make decisions; exhibit sound and accurate judgment in recommended courses of action; support and explain reasoning for decisions and recommendations logically and coherently; include appropriate individuals in decision-making process; make timely decisions.

Planning/Organization – Prioritize and plan work activities effectively; use time efficiently; plan for additional resources as needed; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.

**Minimum Qualifications:**

- Bachelor's degree in an appropriate field of study and at least ten (10) years of relevant work experience (years of post-graduate education may substitute for years of required experience on a one-to-one basis).
- Demonstrated familiarity with and enthusiasm about advancing inclusive economic development in the St. Louis region.
- Excellent client-facing and internal communications skills.
- Highest-level written and verbal communications skills.
- Strong organizational skills, including rigorous attention to detail and the ability to multi-task.
- Personal discretion and ethical behavior.

**Preferred Qualifications:**

- Master's degree and/or juris doctor with a record of strong, progressively responsible professional achievement.
- Substantial familiarity with non-profit management and regulation, financial analysis, and accounting standards.
- Certified public accountant.

**Salary and Benefits:**

- Greater St. Louis, Inc. offers a competitive salary and benefits package, including health, dental and vision insurance, paid time off, holidays, and 401(K) with a Company match.

**About Greater St. Louis, Inc.:**

Greater St. Louis, Inc. is a 501(c)(6) organization of businesses formed through the merger of five private-sector led and St. Louis-focused economic development and civic leadership organizations on January 1, 2021. The five combining organizations were AllianceSTL, Arch to Park, Civic Progress, Downtown STL, Inc., and the St. Louis Regional Chamber. Greater St. Louis, Inc. brings together the business community to help drive economic growth and create opportunities for all with a focus on inclusive growth. As a result of the merger, we are in a position to drive economic growth with a unified voice, a bold agenda, and as one St. Louis metropolitan area that is anchored by a vibrant urban core. Additional information is available at [www.GreaterSTLinc.com](http://www.GreaterSTLinc.com).

**Equal Employment Opportunity (EEO) Statement of Inclusion:**

Greater St. Louis, Inc. is an equal opportunity employer which extends equal employment opportunities (EEO) to all qualified individuals, with regard to all terms and conditions of employment.

**Contact:**

To inquire about the opportunity, please email [Reed@GreaterSTLinc.com](mailto:Reed@GreaterSTLinc.com) with your résumé, cover letter including salary expectation, and at least three professional references.