

The Prospect Hill Foundation

99 Park Avenue, Suite 2220 · New York, NY 10016 · p 212-370-1165 · f 212-599-6282 · www.prospect-hill.org

Director of Finance and Operations

Position: Director of Finance and Operations (85% time for The Prospect Hill Foundation (PHF) and 15% time for The Sperry Fund)

Reports to: Executive Director

Supervises: Full-time grants administrator and contractors/consultants

Location: Flexible, hybrid-remote optional. The office is located near Grand Central in NYC and operates during Eastern Standard Time standard business hours.

Status: Full-Time, Exempt

Salary: \$170,000

Benefits: PHF offers a generous benefits package including health insurance, FSA, HRA, pre-tax transit benefit, a 401K with a discretionary employer retirement benefit plan and vacation. In addition, PHF offers a 2:1 matching gift program.

Instructions to Apply: Please submit to jobs@prospect-hill.org your resume and a cover letter that gives us a deeper understanding of your qualifications above and beyond your resume, and explains your interest in the position and our organization. Please include any relevant volunteer experience on your resume. Applications will be reviewed on a rolling basis starting Wednesday, July 13, 2022.

Who We Are: [The Prospect Hill Foundation](http://www.prospect-hill.org) is a family foundation based in New York City, established in 1959 by William S. Beinecke and Elizabeth G. Beinecke. The Sperry Fund is a smaller family philanthropy with a primary mission of carrying out the [Beinecke Scholarship Program](#) founded in 1975. PHF is governed by two generations of the Beinecke family who are actively engaged in all aspects of the programmatic and management functions of the Foundation.

The Prospect Hill Foundation on average makes between 85 and 90 grants annually to a wide variety of nonprofit organizations, mostly based in the northeastern region of the United States. These grants total roughly \$3 million. In addition, the Foundation distributes approximately 200 matching gift awards totalling \$335,000 annually. The Sperry Fund on average issues 60 scholarship payments annually, mainly to universities in the U.S., but also a few abroad.

Currently, Carrie S. Elston is the president of PHF and Frederick W. Beinecke is the president of The Sperry Fund. Two staff people support both philanthropic institutions: Penny Fujiko Willgerodt, the Executive Director and Zenobia “Zanny” Love, the Grants Administrator & Operations Associate. PHF’s revolving college internship program with 2-3 interns each college

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semester provides additional support. Finally, Matthew Loar, the incoming Beinecke Scholarship Program Director, serves the scholarship program.

The Job: The Prospect Hill Foundation seeks a motivated, detail-oriented, self-directed and seasoned professional to manage the finance and operations of PHF and The Sperry Fund. The Director of Finance and Operations is a new position reporting to the Executive Director and supervising the Grants Administrator & Operations Associate. They will work closely with the staff of Antaeus Enterprises, Inc. (the Beinecke Family Office). Primary responsibilities are providing leadership, strategic guidance and supervision across all finance and administration activities, including assessment and redesign of the systems that govern the Foundation's grantmaking and operations.

Strong candidates will bring 7+ years of senior-level experience in finance, administration and operations. They will have a values-based, collegial and supportive management style. They are a builder seeking leadership opportunities; a strategic thinker who thrives on operationalizing a vision; and a chief operating officer-type who prefers to work with smaller teams. The right candidate for the role will be able to step in and fulfill executive director duties when necessary.

Commitment to Equity and Accessibility: We provide equal opportunities to all employees and applicants for employment without regard to race, religion, sex, gender identity or expression, national origin, marital status, age, disability, sexual orientation, genetic information, or any other characteristic or category protected by federal, state or local laws. Employment decisions are based on merit, qualifications, performance, potential and abilities, and on our needs. PHF is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations.

We aim to be an anti-racist organization committed to gender equity and building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, trans and gender non-conforming people, people with disabilities, and/or returning citizens (formerly incarcerated people).

The Prospect Hill Foundation is proud of its compassionate office culture and supportive team dynamics; flexible hybrid work schedule; space for creativity; and commitment to personal and professional development.

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Responsibilities and Domains of Work

Finance (35%)

- In partnership with the Executive Director and Antaeus Enterprises, manage and oversee The Prospect Hill Foundation and The Sperry Fund's finances and assets.
- Partner with Antaeus Enterprises to oversee and implement financial functions, accounting data management systems, and general accounting processes.
- Manage the Foundations' financial records, cash flow, and financial forecasts.
- Design, strengthen and implement routine systems for financial management.
- Staff both the Audit and Finance & Investment Committee meetings, and prepare and present reports at Board meetings.
- Lead annual financial audit and annual tax filing processes, and serve as point person with the accounting firm and Antaeus for both philanthropies.
- Manage and administer organizational insurance requirements, including liability and D&O.
- Manage the annual budgeting process for PHF and the Sperry Fund with the Executive Director and both Presidents.
- Ensure PHF and Sperry Fund policies and practices, including those related to grantmaking, are in compliance with IRS, relevant laws, regulations and best practices for 501(c)(3) charitable and grantmaking organizations.

Operations (35%)

- With staff, determine annual institutional goals for PHF; partner with the Executive Director to design project plans that operationalize the Executive Director's vision.
- Serve as the lead "project manager," ensuring project plans are viable, that the relevant stakeholders are informed and engaged; and assessing and responding to challenges and opportunities.
- Evaluate, redesign and/or create and manage all digital and paper file storage systems and policies—including email and shared drive storage—ensuring they are accessible, efficient, functional and well-organized for the team.
- Evaluate, redesign and/or create internal systems and processes for grantmaking operations, including scholarships.
- Evaluate and oversee grantmaking and financial data management systems.
- Oversee remote and in-person office functions and space, including information technology and COVID policies.

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Administration (20%)

- Supervise one full-time grants administrator & operations associate.
- Negotiate, prepare and administer all contracts, agreements, and related documents for vendors, consultants, contractors, fellows and interns.
- Serve as the point person for outside vendors and contractors.
- Partner with Antaeus Enterprises to oversee and implement human resources functions for PHF & Sperry.
- Maintain PHF employee handbook.
- Manage a variety of special projects with the Executive Director and Grants Administrator.

Board of Directors: The Prospect Hill Foundation and Sperry Fund (10%)

- Partner with the Executive Director on board strategy and development, including follow up from all Board and Committee meetings.
- Support the Executive Director to plan and execute educational and programmatic activities for the Board, including support for the implementation of the Diversity, Equity, Inclusion and Justice Initiative.
- Support the Executive Director and Board of Directors to ensure compliance with by-laws.

Qualifications

Experience + Skills

- 7+ years of senior-level experience in finance, operations and administration is required.
- Experience with Sage (formerly known as Peachtree) Accounting & Business Management software or any other similar accounting management software system is required.
- Experience working in the non-profit or the philanthropic sector is required; family philanthropy, wealth management and/or a family office experience is preferred.
- Experienced manager of people; supervision of staff required and working with boards is a plus.
- Demonstrated and extensive experience in financial management, reporting and analysis is required.
- Demonstrated and extensive “start-to-finish” project management experience required.
- Demonstrated experience developing and implementing plans that align with organizational values.

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Experience + Skills (cont.)

- Demonstrated commitment to anti-racism and social justice, including feminism and protecting the environment.
- Excellent time management and organizational skills.
- Professional discretion, maturity and demonstrated ability to maintain confidentiality and adhere to the highest levels of ethics.
- Working knowledge of a “green office” a plus.
- Experience in human resources a plus.

Qualities

- Promotes collegial team spirit and collaboration; committed to consensus mode of decision-making.
- Thrives in making systems and operations more efficient without diminishing humanity.
- Proactive and adept at anticipating, prioritizing and addressing diverse, sometimes conflicting, objectives; creative problem-solver.
- Builder and systems thinker; ability to design, create, evaluate and optimize systems to meet operational needs.
- Ability to understand the big picture while maintaining exceptional attention to the details; ability to contain, sequence, and make decisions.
- Attuned relationship-building skills and ability to cultivate generative partnerships for the Foundation.
- Enthusiastic about translating ideas into action.
- Emotional intelligence and self-awareness.
- Self-disciplined, dependable and excellent follow-through.