

Senior Development and Operations Officer

Trust for America's Health (TFAH), a leading nonprofit, nonpartisan public health policy, research, and advocacy organization in Washington, DC, seeks a Senior Development and Operations Officer to support and enhance the organization's financial and operations infrastructure. The ideal candidate will be a seasoned and strategic finance and operations professional with experience in nonprofit organizations, preferably with experience regarding philanthropic funding.

The Senior Development and Operations Officer is a new position at Trust for America's Health, created in light of the increasing growth of the organization's activities and the diversity of its funding. It includes providing sophisticated administrative and financial operations oversight. The ideal candidate will be a forward-looking and flexible thinker with the ability to quickly gather and synthesize information for the Executive Vice President and Chief Operating Officer, as well as the staff and Board of Directors, to drive rigorous planning and decision-making processes. The Senior Development and Operations Officer will demonstrate superior relationship building, leadership, and diplomatic skills.

Trust for America's Health is a nonprofit, nonpartisan organization in Washington, DC that promotes optimal health for every person and community and makes the prevention of illness and injury a national priority. TFAH envisions a nation where prevention and health equity are foundational to policymaking at all levels of society. Current priority issues at TFAH include, but are not limited to, public health funding, public health preparedness, health equity, social determinants of health, obesity prevention, substance misuse and suicide prevention, and healthy aging. TFAH reports, financial information, and related materials are available at: <https://www.tfah.org/>.

Responsibilities

Reporting to the Executive Vice President and Chief Operating Officer (EVP/COO), the position will:

1. Advise the EVP/COO on financial sustainability planning, budget formulation and execution, grant and contract fiscal management, and other fiscal policy matters.
2. Advise the President and CEO and EVP/COO on shaping the organizational financial policy, monitoring relevant shifts in the regional and national landscape, and developing the systems and practices that will allow TFAH to fully capitalize on opportunities for expansion.
3. Refine organizational systems for generating real-time forecasts and other financial tools to drive sound decision-making, support grant and contract reporting requirements, and build capacity for strategic budgeting and program review and analysis.

4. Bring current knowledge of financial strategies, tools, and practices in the nonprofit and social innovation sectors. Remain up-to-date on best practices and federal and state laws regarding nonprofit finance and administrative operations.
5. Assist in establishing a robust, reliable financial management engine to steward growth in revenue and handle the complexity that comes with a wider array of financial resources and requirements.
6. Serve as an integral member of the Administrative team with oversight of key financial health metrics, grant and contract analysis, and reporting and accountability.
7. Serve as an integral member of the financial oversight activities, including planning and budgeting, audit, compliance, and strategy. This includes recommending improvement to the systems in place and integrating tracking of financial outputs with programmatic outcomes using data and analytic reports.
8. Other responsibilities as assigned.

Qualifications

1. Minimum of 5-7 years of experience in overseeing financial and administrative operations in a nonprofit setting.
2. Master's degree in business administration, accounting, finance, or related field.
3. Strong financial acumen with knowledge of grants and contract processes and related financial and compliance matters and an understanding of online systems that support grantmaking and contract workflows.
4. Experience in financial management and experience with the intersection of finance, development, and program management for effective stewardship of resources.
5. Experience in building efficient, data-informed, cost-effective programs and leveraging data for planning and managing organizational change.
6. Demonstrated qualities of leadership, maturity, and commitment to the improvement of the public health system.
7. Excellent organizational skills, the ability to think logically, and pay close attention to details.
8. Excellent communication skills (interpersonal, written and verbal), including public speaking.
9. Ability to work with and manage relationships with all departments at TFAH, funders, and external partners.

10. Experience working as an integral member of a team, sharing responsibility, project management, and associated tasks toward the accomplishment of identified goals.
11. Ability to work independently, including appropriately identifying next steps, and in a group setting with confidence and reliability.
12. High level of professionalism and unconditional discretion; ability to handle highly sensitive matters and assure confidentiality at all times.
13. Ability to work in a fast-paced environment.
14. Proficiency in Microsoft Office, QuickBooks or similar accounting software, and financial management systems.

Location: This full-time position is based in Washington, DC.

Supervision

This position reports to the Executive Vice President and Chief Operating Officer.

Salary

Salary commensurate with experience and qualifications.

To apply: Applicants should submit a cover letter and résumé to srdevofficer@tfah.org. Please, no calls or faxes.