



VP, Finance and Administration

Grounded Solutions Network

Washington, D.C. (Hybrid)

Salary: \$215,000-\$235,000

The Organization

Grounded Solutions Network is the nation's largest network of practitioners and advocates working to expand the shared equity model and other innovative frameworks that ensure housing remains affordable for generations to come. Our mission is to create a future in which all people have access to homes they can afford in equitable communities of opportunity that foster better health, academic, and economic outcomes.

As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Grounded Solutions is committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity as both a process and outcome. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Position

The Vice President, Finance and Administration (VP, Fin and Admin) is a key member of Grounded Solutions Network's executive team, providing strategic leadership, direction, and oversight of the organization's finance, human resources, technology operations, and administrative services. This individual designs and implements organization-wide programs, policies, and operational frameworks that strengthen internal infrastructure, support staff, and ensure long-term organizational sustainability.

The VP, Fin and Admin oversees financial strategy, accounting, and financial planning and analysis; provides strategic guidance to the CEO and Executive Leadership Team on the financial implications of business and program decisions, identifies financial risks and opportunities, and leads a fact-based budgeting process that ensures proper resources are available for sustained operations. They ensure all HR policies and processes are documented, accessible, and consistently communicated, and they oversee IT operations including onboarding, help desk support, system deployment, and integration of departmental platforms such as membership systems and training LMS.

This leader models excellence, operational discipline, and a commitment to mission alignment while driving continuous improvement across all administrative functions.

Financial Management

- Develop multiyear financial plans that support organizational sustainability and strategic growth.
- Oversee all financial operations including budgeting, cash flow, reserves, financial reporting, internal controls, and compliance with nonprofit accounting standards.
- Lead the organization's multi-year and annual budgeting process, including budget performance, forecasting and scenario planning to ensure alignment with strategic priorities and long-term sustainability of Grounded Solutions.
- Identify and communicate budget risks, financial trends, and strategic implications to all key stakeholders including CEO, Executive Leadership Team, Finance Committee of the Board and full Board of Directors.
- Ensure timely, accurate reporting to the Board, funders, auditors, and regulatory bodies.
- Support identification of funding opportunities and alignment of financial resources with program needs through financial analysis of new and existing business models
- Maintain fiscal operating procedures that safeguard organizational assets, systems, and equipment.
- Provide guidance to department heads on budgeting, accounting policies, and efficient use of financial resources; monitor budget-to-actual variances monthly.
- Oversee procurement and maintenance of organizational insurance coverage, anticipating and mitigating risk.
- Oversee annual audit and manage relationships with auditors, financial institutions, and external financial partners.

Human Resources

- Support the Director of HR in the design, implementation, and maintenance of organization-wide HR policies, processes, and systems, ensuring they are documented, accessible, and clearly communicated to all staff.
- Oversee recruitment, hiring, onboarding, performance management, compensation administration, benefits, employee relations, and compliance.
- Ensure HR practices support organizational values related to equity, inclusion, transparency, and staff wellbeing.
- Provide direction and oversight to HR staff, brokers, and vendors related to benefits administration, payroll, and employee support.
- Monitor compliance with federal, state, and local employment laws; update policies and practices as needed and communicate changes promptly.
- Serve as a resource to managers and staff for performance management, conflict resolution, and sensitive personnel matters.
- Support professional development and training opportunities for HR team members.

Technology Operations

- Support the Director of Technology Operations in all organizational tech operations, ensuring reliable, secure, and efficient systems that support staff productivity and organizational goals.
- Ensure smooth employee onboarding and ongoing employee technical support, including account provisioning, hardware/software setup, timely issue resolution and training.

Technology Operations (Cont.)

- Oversee the management of IT budgets, procurement, vendor contracts, and service agreements.
- Oversee integration of departmental systems such as: Membership databases, Training Learning Management Systems (LMS) and other collaboration tools (Asana, Salesforce, etc.)
- Support development and maintenance of disaster recovery and business continuity plans.
- Provide training and development opportunities for tech operations staff.

Administration

- Serve as a strategic advisor to the CEO and Executive Leadership Team on all administrative, financial, and operational matters.
- Provide oversight and direction for shared administrative operations to ensure efficient workflows, and responsible for procurement and deployment of resources.
- Support Board committees (Finance, Audit, HR/Compensation) with agenda preparation, reporting, analysis, and recommendations.
- Oversee departmental planning, including the overall budget and team goals for Finance, Operations & HR, and Technology Operations.
- Lead cross-departmental planning and implementation of organization-wide initiatives.
- Serve as the organization's primary point of accountability for contract management, overseeing the negotiation, review, execution, and lifecycle administration of all organizational contracts, including vendor agreements, consultant and contractor engagements, MOUs, and partnership agreements
- Develop and lead an enterprise risk management framework across Grounded Solution and its LLCs that identifies, assesses, and mitigates financial, legal, operational, reputational, and compliance risks
- Manage relationships with outside legal counsel, determining when legal review is required, scoping and overseeing engagements, and ensuring cost-effective use of legal resources.
- Oversee the organization's insurance portfolio (general liability, D&O, cyber, employment practices, etc.), conducting periodic coverage reviews to ensure alignment with the organization's evolving risk exposure.
- Support organizational culture, staff engagement, and internal communication in collaboration with the Executive Leadership Team.
- Implement and enforce information security policies and procedures to mitigate organizational risk.
- Represent Grounded Solutions Network in relevant national networks, partnerships, and professional associations.
- Provide clear, proactive communication to staff regarding policies, processes, and operational changes.
- Foster a culture of accountability, transparency, and continuous improvement.
- Perform other duties as requested by the CEO.

The ideal candidate for the VP, Finance and Administration position possesses the following competencies:

Financial Acumen

Interpreting and applying understanding of key financial indicators to make better decisions.

Operational Insight

Applying knowledge of business and the operating environment to advance the organization's goals.

Strategic Mindset

Seeing ahead to future possibilities and translating them into breakthrough strategies.

Optimizes Work Processes

Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

Cultivates Innovation

Creating new and better ways for the organization to be successful.

Collaborates

Building partnerships and working collaboratively with others to meet shared objectives.

Additional Qualifications

- Bachelor's degree required; MBA, CFA, or related advanced degree preferred.
- 10+ years of progressive leadership experience in nonprofit administration, finance, HR, and/or operations.
- Demonstrated success leading multifunctional teams and organization-wide systems in a nonprofit or mission-driven organization.
- Strong financial management skills including budgeting, forecasting, risk assessment, and strategic analysis.
- Knowledge of nonprofit HR compliance, best practices, and policy development.
- Experience overseeing IT operations, system deployment, and platform integration.
- Ability to delegate effectively and maintain cooperative working relationships with staff, board members, partners, and external stakeholders.
- Ability to handle sensitive and confidential information with discretion.
- Excellent communication, collaboration, and change-management skills.
- Commitment to mission-driven leadership.

Work Environment

This role will be based in Grounded Solutions' Washington DC headquarters. The selected employees will need to reside in the DMV area. The expectation is that DC-office hybrid employees will report to the office 2-3 days a week.

Travel Required

At a minimum, 5 trips per year of domestic, out-of-state travel as needed.

Compensation and Benefits

Salary

\$215,000-\$235,000

Benefits

Competitive, comprehensive benefits package including health, dental, matching 401k, and paid time off. Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity, and justice. Opportunities for professional growth and development.

Timeline and Next Steps

If you are interested in this position, please click [here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by October

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Sterling Nelson
Consultant

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[Submit an application](#)