

## **Vice President for Finance and Administration**

### **The Opportunity**

LifeNet International, a rapidly growing Christian social impact organization dedicated to improving the healthcare of millions of people across Africa, is searching for the right candidate to oversee the organization's growing Finance and Administration functions.

The successful candidate will oversee and manage all enterprise functions related to Finance and Administration, including Budgeting, Accounting, IT, Risk Management, Enterprise and Field Operations, HR, and other systems that support the execution of LifeNet International and its country programs.

S/he will oversee the Finance and Accounting Manager and the Operations Manager, and the Director of International Program Operations, based out of the Global Services team in Washington, DC., and coordinate closely with Country Directors and their teams in the seven countries in which LifeNet operates in Africa.

The candidate will not only be able to perform the roles, but provide insights into important enterprise-level dynamics, making the case for any changes, as needed.

This person would be a collaborative partner with the VP of Advancement, and the VP of Programs, along with our Country Directors, providing ongoing reporting and strategic advice to the CEO.

The role reports directly to the CEO.

### **Profile**

This is an ideal opportunity for an individual that can lead and contribute to all financial and administrative functions, thinking about the big picture while administering the daily operations. We are looking for someone enthusiastic to apply his/her experience in an exciting, faith-based organization that improves healthcare for millions of people in Africa, every year. This is a truly high-impact opportunity.

## **Key Responsibilities**

### **1. Financial Strategy & Management**

- Oversee all aspects of finance and accounting in LifeNet's US office and country offices.
- Ensure compliance with GAAP, international accounting standards, and regulatory requirements
- Supervise accounting processes, cash flow reports, internal controls, audits, and preparation of 990 filings.
- Lead monthly financial close and year-end close processes.
- Prepare and present financial reports: monthly (Chairman), quarterly (Board), and departmental budget vs. actuals (Senior Leadership & Country Directors).
- Direct the global audit process, including US and country-level audits.
- Oversee compliance with all contracts, agreements, grants, and financial reporting requirements, including USG when applicable.
- Lead organizational budgeting in coordination with senior management and country directors, including grant and country budgets.
- Approve/manage inter-company fund transfers.
- Maintain accurate records of credit card holders and bank account signatories.
- Manage US and international payroll and expense reimbursements.
- Run US and regional procurement processes; support country-level procurement for large or sensitive transactions.

### **2. Human Resources**

- Oversee HR systems and administrative processes across US and regional offices.
- Ensure compliance and best practice in payroll tax registrations, benefits (401k, health insurance, etc.), and HR policies.
- Keep HR policies current, ensure dissemination, and provide staff guidance.

### **3. IT & Back-Office Systems**

- Manage Google Drive, Gmail, and related systems through appropriate vendors (accounts, password resets, permissions).
- Oversee procurement and maintenance of hardware/software, leveraging nonprofit discounts.
- Maintain organizational domain names and website hosting.

### **4. Risk Management, Compliance & Legal Oversight**

- Lead organizational risk management systems: map, monitor, and mitigate risks globally.
- Maintain adequate insurance coverage for global operations.
- Ensure US and international registrations (corporate, charitable solicitations, tax exemptions, and local country registrations) are up to date.
- Support country offices in maintaining legal registrations and governance compliance.
- Ensure organizational policies and procedures are current, adequate, and enforced.
- Provide guidance on complex/emergent legal and compliance issues.
- Oversee whistleblower and safeguarding reporting mechanisms.
- Manage systems to track partner agreements across programs.
- Oversee intellectual property protections for LifeNet's assets.

#### 5. Governance & General Administration

- Provide board support: schedule meetings, prepare board packets, attend meetings, draft minutes.
- Manage DC office operations: lease, supplies, visitors, and mail handling.
- Ensure smooth administrative support for the US office and leadership team.

#### **Experience and Other Qualities**

- Direct experience managing Finance and Administration for international social impact organizations. The ideal candidate would have administered funding from a variety of sources, including individuals, foundations and governments.
- Extensive experience managing and budgeting restricted and unrestricted funding from both public and private donors.
- The ideal candidate will be experienced in creating and managing systems for administration, operations and risk management across an organization of this scale; engaging with stakeholders at all levels of the organization to implement these systems.
- Proven experience working in finance and administration within fragile or complex settings, particularly in Africa, with the ability to navigate challenging environments while maintaining organizational accountability and effectiveness.
- A can-do attitude for conducting and managing granular level duties, while thinking of and making changes at the enterprise level, working with a small team of dedicated and capable professionals.
- A self-starter with executive capabilities.

- Fifteen years of progressively increasing experience with a similar level of responsibilities at organizations \$10 million and above in revenues, particularly ones with a track record of growth.
- An ability to implement systems and operations with a high ROI, mindful of keeping management costs in line with programming costs and outcomes
- A strong alignment with LifeNet's faith mission.
- Willingness to travel to countries of operations approximately 2-4 times a year.
- Ability to work out of our Washington, DC headquarters in downtown DC.

The salary range for this position is \$140,000 to \$175,000 per year. The actual salary offered will be determined based on factors including the successful candidate's qualifications and experience.

As a Christian faith-based organization, the candidate should eagerly demonstrate alignment with LifeNet's values and mission. Final candidates will be asked to provide references from his/her local pastor/priest/spiritual director or equivalent.

To apply, please submit your resume and a compelling cover letter outlining your relevant experience and why you're the perfect fit for this role to [recruiting@LNInternational.org](mailto:recruiting@LNInternational.org). Applications will be reviewed on a rolling basis until October 30. Only shortlisted candidates will be contacted for interviews.

*LifeNet International is both an equal opportunity employer and a Christian organization. In this regard, LifeNet International conducts hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual.*

*Pursuant to the Civil Rights Act of 1964 Section 702 (42 U.S.C. 2000e 1(a)), LifeNet International has the right to and does hire only candidates who agree with LifeNet International's Statement of Faith.*