



Job Title: Vice President of Operations

Reports to: Chief Executive Officer

FLSA Status: Exempt

Job Summary: The Vice President of Operations is a mission-focused, process-minded leader and manager performing in a high visibility role as a supervisory member of the Senior Leadership Team. The Vice President of Operations has multiple direct reports including staff engaged in membership, financial/budget functions, office and event center management, sponsorship efforts,. Reporting to the CEO, the Vice President of Operations will lead all financial operations, internal operations and administrative functions.

Duties & Responsibilities:

- Contribute to the development of USGIF's strategic goals and objectives and work in partnership with the CEO to create and implement new processes and approaches to achieve success
- Serve as the foundation's lead for financial program development and execution; interface with USGIF Board of Directors' Finance Committee to implement the CEO's guidance on all financial matters
- Identify opportunities for USGIF to leverage cross-program strengths to take advantage of new opportunities and/or address organizational challenges
- Provide programmatic leadership and input for all strategic plan implementation processes with the CEO and staff
- Serve as the internal leader of the organization; provide staff with a strong day-to-day leadership presence.

Critical Duties and Responsibilities:

Strategy, Vision, and Leadership

- Advises the CEO, Board of Directors, and other key members of the Senior Leadership Team on financial planning, budgeting, cash flow, investment priorities, and policy matters
- Contributes to the development of USGIF's strategic goals and objectives as well as the overall management of the organization
- Provides programmatic leadership and input for all strategic plan implementation processes with the CEO and Senior Leadership Team
- Develops and implements a system for tracking and reporting on the progress of the strategic plan implementation

Team Development/Leadership



- Oversees, directs, and organizes the work of the external CFO and bookkeeper
- Leads the organization's performance management process by setting clear guidelines and supporting supervisors in establishing, tracking, and achieving performance and development goals for their staff. Facilitates a structured annual performance appraisal process, ensuring alignment with organizational objectives and fostering continuous professional growth.
- Ensures staff members receive timely and appropriate training and professional development

Operations

- Prepares and submits an annual operational budget, manages effectively within this budget, and reports accurately on progress
- Ensures the continued financial viability of USGIF's operational units through sound fiscal management
- Upgrades and implements an appropriate system of policies, internal controls, accounting standards, and procedures
- Ensures that USGIF is adhering to the strategic plan, delivering status reports to the CEO and Board of Directors
- Provides analytical support to USGIF's internal management team including development of internal management reporting capabilities
- In conjunction with USGIF's professional employer organization (PEO) and internal staff, insures timely completion of all necessary HR paperwork for hiring, termination, counseling, promotions, bonuses, 401K, and employment changes
- Manages the outsourced PEO and negotiates associated annual contract
- Improves HR, administrative, and operational accounting services such as Form 990 reporting, payment processing, payroll, accounts payable, and purchasing
- Manages the efficient and accurate day-to-day processing of accounts payable (AP) and accounts receivable (AR), invoicing, and bill payments, ensuring timely transactions and adherence to financial policies and best practices.
- Manages relationships with partners/vendors
- Oversees development of contracts, MOUs, Agreements in the best interest of the Foundation, aligning with the mission and goals of the engagement
- Leads and manages direct reports performing functions related to facility operations, information technology.

Board of Directors

- Supports the USGIF Board of Directors as required
- Leads the preparation of quarterly board materials and or slide decks



Position Qualifications:

- Bachelor's degree required; Business or accounting preferred. MBA a strong plus
- Other professional certifications (CPA, CAE, other) a plus
- Minimum 10 years of experience and a track record in senior program management; association, nonprofit, or small business experience preferred
- Experience in a senior management role, ideally with both external audit and in-house financial management experience; familiarity with nonprofit accounting preferred
- Familiarity with human resources functions, including personnel, compensation, and recruiting
- Excellence in organizational management with the ability to coach a senior-level staff to manage and develop high-performance teams as well as develop and implement program strategies
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed
- Passion for USGIF's mission and interest in the GEOINT Community strongly desired

Working Conditions:

- Occasional lifting of boxes of marketing materials (~25 lbs.)
- Periodic attendance at local evening events
- Up to 1-3 weeks of travel per year, nationally. Rare international travel