



**THE 360 GROUP**  
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# California Black Freedom Fund

## Vice President of Finance and Administration

Position Description & Candidate Profile

# California Black Freedom Fund Vice President of Finance and Administration

## Location

Flexible, within California

## Reports to

Executive Director, California Black Freedom Fund

## Our Client

The California Black Freedom Fund (CBFF) started as a five-year, \$100 million initiative to build and sustain the power of Black-led organizations, coalitions, and networks.

This Fund was established and continues to be overseen by a unique partnership between funders and community leaders who will continue the spirit of partnership with Black leaders to develop a new way of philanthropic and community collaboration. Resources are both pooled and aligned to support movement-building for the kind of deep, social and structural changes that can only be achieved by investing in the infrastructures of Black-based organizations committed to sustained movement-building. Through the hard work of the CBFF team and its founders, CBFF's funder base has grown considerably over the past two years. While the California Black Freedom Fund has been incubated at the Silicon Valley Community Foundation, in July 2025, CBFF will spin off, becoming an independent, operating 501(c)(3) organization.

Black-led organizations working at the forefront of racial justice efforts in California are generally under-resourced, resulting in limited capacity and technical supports necessary to achieve their missions. CBFF's theory of change is to increase the capacity and effectiveness of Black-led organizations which will, in turn, enhance the freedom and self-determination of Black people most impacted by structural racism. CBFF bolsters the infrastructure of Black-led organizations working for systemic change throughout California, including organizations

working on the frontlines to increase access to housing, advance voter education, accelerate economic empowerment and promote restorative justice.

Building on the momentum of activists calling for change, CBFF aims to sustain the leadership of Black networks and communities organized to address the ongoing effects of multiple and interconnected legacies of institutionalized racism. Key outcomes of CBFF include:

- Increasing pipeline of Black leaders in positions of decision-making power
- Increasing and sustaining funding from a diverse set of state and national foundations, corporate and individual donors to strengthen the Black-led organizations at the center of a broader racial justice movement
- Increasing active participation of Black communities to influence local, regional and state level civic matters that impact health, safety, and socio-economic opportunity
- Increasing civic participation within Black communities
- Re-imagining the agenda for racial justice and equality through policy reform and advocacy initiatives
- Strengthening the ecosystem of diverse, multiracial allies in the movement for racial justice

We invite you to learn much more about the innovative work of the California Black Freedom Fund at <https://cablackfreedomfund.org>!

### Position Responsibilities

Reporting to the Executive Director and serving as an integral member of the senior management team, the Vice President of Finance and Administration (VPFA) will be responsible for CBFF's financial and administrative management, and will contribute to the organization's overall strategic short- and long-term goals.

This is a leadership opportunity to innovate, build, and shape the financial and operational backbone of this growing organization. Additionally, the VPFA will be charged with developing and implementing sophisticated policies and procedures in the finance, accounting, grantmaking and general administrative and operational domains.

This is an outstanding opportunity for a finance executive with operational and administrative experience and a proven track record of creative problem-solving and management expertise to join a high-growth, mission-driven organization.

Specifically, the Vice President of Finance and Administration will be responsible for:

*Financial/Accounting Leadership*

- Leading the creation and implementation of strategic financial and operating systems and initiatives that align with CBFF's mission, ensuring compliance with grantmaking, government grants and philanthropic partnerships and engagements
- Advising the Executive Director and other key members of the management team on financial planning, systems, budgeting, cash flow, investment priorities, and policy matters
- Navigating the complexities of nonprofit financial management, including the handling of restricted and unrestricted funds, and the setup of accounts to support long-term funding strategies
- Acting as a financial and administrative thought leader, guiding the organization through its rapid expansion and laying the groundwork for a scalable infrastructure to support both current and future endeavors
- Managing all external financial consultants, including audit and accounting firms
- Representing the organization externally as necessary, particularly for financial administration, accounting and audit
- Implementing and managing administrative and operational accounting services such as payroll, accounts payable/receivable, treasury management, 403(b) plan, and grants payment processing
- Preparing and presenting monthly and annual financial statements to the Board of Directors and senior management
- Preparing the annual budget and forecasts, and assisting the Executive Team and Board with financial forecasts to assist leadership with decision making
- Establishing and implementing financial control policy and procedures to ensure validity of the organization's financial statements and reporting
- Creating and monitoring benchmarks for measuring the financial and operating performance of the organization's departments
- Implementing effective controls on grant distribution and monitoring compliance
- Providing leadership in the strategic planning process
- Providing technical assistance to team for state, federal, and all governmental grants
- Ensuring staff are well trained across the organization on operational procedures, compliance, and effective internal controls

- Ensuring donors receive assistance with financial inquiries as required
- Overseeing the accuracy of management processes to comply with all state, federal and accounting/regulatory standards
- Overseeing the annual audit and tax return process and preparation; working with staff to ensure compliance with the audit process
- Staff appropriate Board committees

#### *Administrative Operations Leadership*

- Upgrading and implementing an appropriate system of policies, internal controls, accounting standards, and procedures
- Monitoring and ensuring adherence to the strategic and operational plans and KPIs to provide status reports to senior management and the board
- Providing analytical support to CBFF's management team including development of internal management reporting capabilities
- Working to ensure appropriate allocation and timing of personnel resources to achieve strategic goals

#### *Investment Management*

- Overseeing the development and execution of CBFF's investment strategy, aligning with the organization's short- and long-term mission-aligned and financial objectives.
- Managing and monitoring the impact and performance of investment portfolios, ensuring compliance with ethical standards and organizational policies, and reporting to the Executive Director and the Board.
- Developing a robust framework for social impact investing or mission-aligned investments that support CBFF's commitment to strengthening Black-serving organizations and communities.
- Working with external advisors to evaluate and select appropriate investment vehicles to maximize impact and returns while managing risks.

#### *Team Development/Leadership*

- When resources are available, building and overseeing, directing, and organizing the work of the finance and administrative operations teams
- Management responsibility for a professional staff with a range of experience
- Contributing to building a dispersed, highly functioning team, emphasizing efficiency and cohesion in a hybrid/remote environment across various locations
- Promoting a culture of high performance and continuous improvement that values learning and a commitment to quality

- Ensuring staff members receive timely and appropriate training and development

### Profile of the Successful Candidate

CBFF seeks an innovative, tech-savvy financial and administrative leader with strong strategic acumen and a willingness to perform financial and administrative tasks while CBFF is in its start-up phase; familiarity with the foundation environment; a commitment to inclusivity and equity; an innovative mindset and the highest level of integrity; strong curiosity and the desire to continue learning; a collegial work style; and, the dedication to work hard toward CBFF's mission of strengthening Black-led organizations and movements in the state.

Specifically, CBFF seeks a Vice President of Finance and Administration with the following attributes:

- Business or Accounting degree required; MBA and/or CPA is preferred
- Minimum 10 years' experience in a senior financial/operations management role ideally with both external audit and in-house financial management experience gained in a high-growth environment
- Experience with grantmaking organizations
- Expertise with all financial and operational aspects of nonprofit compliance for organizations receiving state and federal government grants and working with regulatory agencies
- Experience with nonprofit finance and accounting regulations
- Proven track record of success in facilitating organizational change and development within a growing organization
- Experience in and a proclivity to roll up one's sleeves in a start-up, high growth setting
- Proven track record and a demonstrated ability to work effectively with staff and colleagues with different backgrounds and cultures, engendering trust, collaborative actions and candid, respectful communication
- Strong mentoring and coaching experience for a team with diverse levels of expertise; demonstrated track record as an effective team builder working across distinct organizational lines
- Experience with and commitment to purposeful work around diversity, equity, inclusion and belonging (DEIB) as an evolving best practice
- Excellent judgment and creative problem-solving skills
- Entrepreneurial team player who is self-reliant and can multitask well

- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Collaborative, flexible and proactive team leader who can positively and productively impact both strategic and tactical finance, operations and administration initiatives
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with the vast array of CBFF stakeholders including senior management, CBFF's board of directors, advisors, consultants and all staff
- Passion for CBFF's mission and vision

### Start Timeframe

We seek to have someone in place in Spring 2025.

### Compensation

This position offers a competitive salary range of \$225,000 to \$250,000 and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

### To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Monica Rodgers, Senior Consultant. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.*

**Learn more about The 360 Group at [the360group.us](https://the360group.us).**