

THE ELEVATE PRIZE FOUNDATION HEAD OF FINANCE + OPERATIONS JOB PROFILE

ABOUT THE ELEVATE PRIZE FOUNDATION

Founded in 2019 by businessman, philanthropist, and author Joseph Deitch, the [Elevate Prize Foundation](#) aims to elevate humanity on a global scale by funding, guiding, and scaling the platforms of social entrepreneurs. Inspired by the power of heroes in culture to galvanize audiences, Joseph set out to build the first global fanbase for good. We believe in building an ecosystem that creates fandom for social heroes and activates fans to do good themselves.

The Foundation's signature program is its annual Elevate Prize – a search for innovators and activists that culminates with the selection of 10 leaders to receive funding and guidance to amplify their work. In 2021, the Foundation launched The Catalyst Award, which recognizes celebrities who are using their platforms to drive positive social change. Media star Trevor Noah was the inaugural winner along with his eponymous foundation in South Africa. Elevate Giving was launched most recently and recruits the public to engage in the power of collective action through a giving circle format. Elevate Prize Foundation is in the midst of a period of remarkable growth and is thus seeking to expand its team to help us achieve our ambitious goals.

THE OPPORTUNITY

The Elevate Prize Foundation is seeking a Head of Finance + Operations to design, build and operate the infrastructure necessary to support its expansion. This is a unique opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly-respected global organization.

Reporting to the Executive Director, the Head of Finance + Operations will work collaboratively to design, implement, lead and manage the Foundation's core operational functions, including human resources, operations, tax, accounting, finance, bill-pay, administration, office, technology, and legal functions, as well as serve as the Board liaison and actively build and nurture a high-performing and inclusive internal culture. Based out of the Foundation's Miami office, the Head of Finance + Operations will manage operations for a newly leased office space. They will help lead a team of full-time staff, contractors and vendors and oversee operations for a multi-million dollar annual organizational budget.

This stage in the Foundation's trajectory offers a creative and resourceful candidate the chance to build new and strengthen existing internal operations that support the organization's unique hybrid model of philanthropy and entertainment. This is the ideal opportunity for an empathetic, mission-focused, and strategic leader with experience scaling up an organization, mentoring staff at all levels, and developing an inclusive culture among a group of diverse, talented individuals.

The Head of Finance + Operations will work closely with the executive team in identifying and evaluating new and existing initiatives, and will have the opportunity to provide purpose, discipline, and clarity as the organization grows. They must have the awareness of foundation trends and have the ability to engage in analytical thinking, problem-solving, and planning.

CANDIDATE PROFILE

The Head of Finance + Operations will be a collaborative leader who values team-based decision-making, transparency, and accountability. They will possess outstanding listening and facilitation skills with demonstrated ability to connect to and communicate with team members, EPF's Founder Joseph Deitch, the Deitch Family Office, the Board of Directors and associated committees.

The Head of Finance + Operations will be confident in managing various systems and informing strategies to increase efficiencies, processes and controls across the organization with a bottom-line orientation; they will have the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment, and have a high level of business acumen, including successful P&L management.

KEY RESPONSIBILITIES

- Strategic Planning
 - Assess the financial and operational needs to achieve strategic vision set forth by ED, Founder and Board
 - Support the executive team to properly sequence and resource program growth and new initiatives, as well as measure ROI for major investments across departments and initiatives
 - Ensure that ED has what is needed to make informed decisions about personnel, operations, and financial needs to set and deliver on strategic vision
- Operations/Administration/Office
 - Build and optimize systems, support, and technology so that the on-site and remote staff can work collaboratively and efficiently
 - Oversee management of office space and remote workers' needs
 - Supervise Office Manager
- Finance/Accounting/Bill-pay
 - Oversee and monitor tax preparation and filing for foundation and where appropriate, the awardees, grantees, and vendors
 - Strengthen and oversee domestic and international grantmaking process
 - Monitor program performance with tracking and establish corrective measures as needed, and prepare detailed reports, both current and forecasting
 - Implement a robust contracts and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
 - Coordinate the annual operations plan and budget

- Develop and implement systems for reporting, measurement and supporting local revenue generation
- Lead reporting and analysis of financial operations
- Human Resources
 - Manage all staff benefits
 - Oversee the Foundation's human resources functions, developing strong HR policies and processes and providing for effective development across the Foundation
 - Support ED in developing and implementing recruitment strategy and onboarding processes for new staff
 - Oversee the strategic planning, implementation, and performance of the Foundation's diversity, equity, and inclusion goals
- Governance
 - Oversee compliance with regulatory and legislative requirements
 - Support ED and leadership team in preparation for and execution of Board, Advisory Board and Committee meetings
 - Manage annual cycle to monitor Board performance, induct directors, and maintain insurance
 - Liaise with Audit/Finance, Compensation, Advisory and Risk Committees to the Board in support of ED
- Risk/Regulatory/Compliance
 - Monitor the operational risk of the Foundation and identify key areas of exposure and develop recommendations for appropriate actions
 - Provide oversight to the compliance process for funded programs and coordinate with executive team members involved in the monitoring and audit process
 - Serve as subject matter expert on regulations and trends for the Foundation; communicate relevant updates, state and federal policy changes, and peer use cases to executive stakeholders

EXPERIENCE

- 10+ years experience in relevant leadership positions
- Bachelor's degree in business or related field with preference for MBA
- Non-profit or foundation sector experience required
- Strategic finance planning for small to medium size organizations
- Robust knowledge and user experience of collaboration apps (i.e. Slack, Dropbox/Box, Google Suite, Trello, etc.) and Microsoft Suite
- A solid grasp of data analysis and performance metrics
- Ability to diagnose problems quickly and have foresight into potential issues

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. EPF is prepared to offer a very attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits.