



Michelle Whiting & Associates

**Foundation Relations, Development Assessment and Planning, and Executive Search
For the Nonprofit Sector**

**Junior Blind
has a new name!**



Vice President of Finance

MISSION AND ORGANIZATION

Formerly Junior Blind of America*, Wayfinder Family Services's (Wayfinder) mission is to ensure that children, youth and adults facing the greatest challenges always have a place to turn. Wayfinder strives for a world in which every child and family can overcome the obstacles they face—a world where everyone has the opportunity to thrive.

In 1953, Wayfinder was founded on the belief that children who were blind or visually impaired deserved the opportunity to lead fuller and more independent lives. Wayfinder's expertise and competencies have expanded over the years, making them uniquely equipped to assist children with multiple disabilities and challenges, with or without sight. From infancy to adulthood, students count on Wayfinder to provide the specialized services they need. The program spectrum ranges from serving infants and children with one to six disabilities to adults who have lost their vision due to a traumatic accident or a medical condition, such as diabetic retinopathy. While Wayfinder is proud to serve adults, 86 percent of those served are under 18.

An eight-acre campus in Los Angeles features a non-public school and residential rehabilitative programs for children and adults. The state-of-the art facility includes a cutting-edge assistive technology lab, gymnasium and aquatics center, and a specially adapted sensory playground in addition to numerous specialized services. Additionally, for 60 years, Wayfinder's 45-acre Camp Bloomfield in Malibu has provided life-changing recreational experiences for children who are blind, visually impaired or multi-disabled.

In 2012, Wayfinder opened group homes in the neighborhood near the campus. This transition has repurposed the on-campus residential facility to meet a growing need for placement of foster youth who are abused, neglected, emotionally troubled or medically fragile. Deepening their work with foster youth, Wayfinder opened The Cottage, a transitional shelter care program, providing temporary placement for children who have been removed from their families. In addition, and most recently, Wayfinder has merged with a foster family and adoption agency deepening our service to nearly 500 foster youth throughout Southern California.

A dedicated Board of Directors along with President and CEO Miki Jordan guide Wayfinder Family Services. Jordan, joined the agency in 2006 as only the third CEO in its history. The organization operates with a budget of \$34.5 million and has nearly 500 employees.

In 2018, Wayfinder Family Services rolled out its new name after a year-long journey to find a new organizational identity that reflected its past, present and future. The new logo combined with the tagline, "Together, reaching new heights," emphasizes its hand-in-hand approach to helping the people it serves reach their greatest potential.

**Wayfinder Family Services was established as the Foundation for the Junior Blind in 1953. The organization changed its name to Junior Blind of America in 2005 and then to Wayfinder Family Services in 2018.*



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VICE PRESIDENT OF FINANCE PROFILE

The Vice President of Finance directs the organization's financial planning and accounting practices as well as its relationship with lending institutions and the financial community. The VP of Finance will play a critical role in strategically building and leading a scalable, efficient finance organization that enhances Wayfinder's pursuit of impact. The VP of Finance is a key leader, serving as a true thought partner for the Chief Finance and Administrative Officer and other senior leadership, and will oversee all accounting and financial activities. Bringing substantial leadership and sophisticated finance experience, he/she will lead a team to manage financial operations, controls and compliance, financial reporting, budgeting, vendor contracts, and sustainability planning, while also streamlining and enhancing finance and accounting systems.

The VP of Finance will develop and present crucial financial information to a wide variety of constituencies, including numerous external partners (i.e., auditors, contract partners, donors, authorizers). For the ideal candidate, this is an extraordinary opportunity to build on Wayfinder's strong foundation and further our mission.

KEY RESPONSIBILITIES

This position will advise the Chief Finance and Administrative Officer (CFAO) and other key members of the Leadership Team on financial planning, accounting, audits, budgeting, cash flow, and policy matters. The VP of Finance will contribute to the development of strategic goals and objectives as well as the overall management of the organization. Additionally, the VP of Finance will:

- Develop and implement fiscal policies and procedures for the organization, including the system of internal control.
- Supervise assigned staff (finance/accounting) and facilitate training and development.
- Participate in regular supervision and provide balanced feedback.
- Hire, evaluate performance, recommend salary increases, discipline and terminate assigned staff.
- Prepare timely organizational and program-specific financial reports and projections for department heads, management and the board.
- Oversee and direct budgeting, audit, tax, accounting and purchasing.
- Support CFAO in areas of cash management, long range forecasting and insurance.
- Hold primary responsibility for the preparation of the overall budget and the establishment of budget programs.
- Analyze, consolidate, and direct all cost accounting procedures together with other statistical and routine reports.
- Analyze operational issues impacting programs and the whole organization and determine financial impact.
- Evaluate and recommend business partnering opportunities.
- Direct and analyze studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Prepare reports required by regulatory agencies.
- Establish and maintain relations with banks and other financial institutions.
- Carry out mission, vision, and values established by the President/CEO and Board of Directors.
- Promote and participate in the Continuous Quality Improvement (CQI) process by identifying quality indicators and opportunities for departmental and organizational process improvement.



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REPORTING RELATIONSHIPS

This position reports directly to the Chief Finance and Administrative Officer. The Vice President of Finance will supervise two positions: the Controller and the Director of Contracts.

REQUIRED EDUCATION, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS

The ideal candidate has an entrepreneurial and innovative approach to work and the ability to thrive in a fast-paced and achievement-oriented environment. The future VP of Finance also exhibits the ability to work effectively across multiple functions and roles with a bias towards translating plans into action, and implementing them with strong attention to detail. At a minimum, the strongest candidates will possess:

- A Bachelor's Degree in accounting, business administration, or a related field is required. A MBA is preferred.
- Ten years of experience in public accounting and/or business with five years in a senior management position providing fiscal oversight and financial management in the nonprofit sector.
- Familiarity with managing annual budgets of similar size and scope of Wayfinder.
- Advanced computer skills and MIS knowledge, and all related accounting and business management skills necessary for the job.
- Strong and engaging communication skills (both written and spoken) are essential.
- A critical and strategic thinker whose advice will be sought and respected.
- Commitment to the clients, values and mission of Wayfinder; a trusted leader who creates a motivated and collaborative environment.
- An individual with a sense of humor, a good communicator and the ability to inspire and make a positive impact on a hard-working team.

COMPENSATION

Wayfinder Family Services offers a competitive salary based on the candidate's experience. The employee benefits plan is generous, including: Health, Dental and Vision plans, Basic and Extended Life Insurance plans, long-term disability and long-term care coverage, flexible spending benefits options, qualified transportation accounts, a 401(k) plan with a four percent employer match as outlined in the plan documents.

Paid time off includes 10 paid holidays, 12.5 accrued Paid Time Off (PTO) days in the first year, increasing to 20 accrued Paid Time Off days in year two. Wayfinder additionally provides five annual winter holidays which normally includes Christmas Eve and the regular work days through New Year's Day.

APPLICATION PROCESS

Please submit the following to Michelle@MichelleWhitingandAssociates.com

- 1.) Cover letter: All candidates are strongly encouraged to develop a cover letter which provides a summary of qualifications, experiences and past successes in top-tiered financial management of a nonprofit organization, and how these qualifications fully intersect with Wayfinder's needs for this position.
- 2.) Resume/CV
- 3.) Compensation requirements



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Please forward with "Vice President of Finance" as the subject line. All three attachments must be received. Incomplete applications will be returned. Due to the anticipated volume of applications only principal, qualified candidates will receive a response. We ask that no phone calls be placed to Wayfinder Family Services. To learn more about Wayfinder Family Services, please visit <http://www.wayfinderfamily.org/>

Wayfinder Family Services is an Equal Employment Opportunity Employer and actively seeks a diverse pool of candidates.