



VACANCY ANNOUNCEMENT

Job Title: Vice President
Reports To: President & CEO
FLSA Status: Exempt

BASIC PURPOSE:

This job is responsible for FSF's business operations and support activities, including executive management of Contracts & Grants; Grant Support Programs; and Event Operations.

RESPONSIBILITIES:

Responsible for sound operational management of the organization, identifying ways to increase revenues and decrease costs, and working with staff to create operating efficiencies while fulfilling the mission of the organization.

OTHER ESSENTIAL ACCOUNTABILITIES or TASKS:

- Manage department head direct reports for Contract & Grants Administration & Reporting, FSF Specialty Plate program, and Office Services
- Provide staff support for FSF Board of Directors meetings, as necessary
- Monitor budget analyses, cash flow projections, financial trends, and balances of payable or receivables. Work with EFI Accounting team to provide information, ensuring proper and timely financial reporting
- Maintaining a healthy work environment and ensuring sound policies and procedures are in place mirroring EFI's policies and procedures within HR.
- Structure internal controls; develop policies, procedures and monitor operational efficiency strategies
- Provide oversight for programs including FSF Grants, Amateur Sports, and Sports Specialty Plates
- Ensure procurement and contract processes are aligned with best practices and are transparent and designed for accountability.

- Other key functions:
 - FSF Board of Directors Finance and Grants– Liaison & staff support
 - FSF Board and Board Executive Committee - Liaison & staff support
 - Communicate monthly budget to actual reporting to FSF senior staff
 - IT lead for the organization
 - Communicate/Implement policy/procedure changes
 - Primary interface with Government oversight entities:
 - DEO
 - OPPAGA
 - Consultants
 - Auditor General

SUPERVISION:

- > Contract Compliance
- > Specialty Plate Program
- > FSF Grant Programs
- > Office Services
- > Games

ACCOUNTABILITY: Impact and Scope:

Responsible for the performance and reporting under the DEO contract

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor’s degree in related field
- Ten to fifteen years’ experience as functional head of a company, department and/or division
- Five years experience in a supervisory, policy-making role
- Experience with human resource activities in an office setting
- Demonstrated ability to communicate effectively via presentations, public speaking and the written word

PREFERRED QUALIFICATIONS:

- Knowledge of government and / or not-for-profit operations and processes
- Experience with economic development principles and practices
- Understanding of corporate finance; data processing; human resources functions