

Vice President, Operations and Finance *FirstGen Forward*

Position Title: *Vice President, Operations and Finance*

About FirstGen Forward

FirstGen Forward aspires to be a transformational partner for higher education, first-generation students, and all who care about them; working to maximize the success of the FirstGen student population in education, career, and life. That success benefits the economic mobility of the students and the missions of the colleges. It produces multigenerational impacts for families. Our country benefits from the experience, determination, and economic potential of FirstGen graduates in the workforce and our communities.

FirstGen Forward staff are employees of NASPA–Student Affairs Administrators in Higher Education, which oversees certain operational aspects of FirstGen Forward.

About NASPA

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

Department

FirstGen Forward began as an initiative of NASPA and the Suder Foundation. As a result of its sustained and successful growth, FirstGen Forward elected to establish an independent nonprofit organization in May of 2024. The operations department at FirstGen Forward is responsible for growing and sustaining operational excellence following this transition, specifically related to financial, talent, and technological infrastructure. The team also manages FirstGen Forward's fiscal sponsorship with NASPA and partners closely with NASPA in this effort.

Reports To: *CEO*

Supervises:

- *Director, Operations & Talent*
- *Director, Financial Operations (Vacant)*

About the Position

The Vice President of Operations and Finance leads the operations team at FirstGen Forward and oversees all financial management for the organization. The role is responsible for establishing a vision for operational excellence and leading the creation of independent operational infrastructure for FirstGen Forward as its own legal entity. This includes financial

planning, budgeting, staff development, internal communications, talent acquisition, organizational policies and procedures, and the development of technological infrastructure. It also includes managing the day to day fiscal sponsorship relationship with NASPA to support tactical elements of accounting, technology implementation, and human resource management.

Essential Responsibilities

Operational Infrastructure

- Set the vision for operational excellence and establish measurable department-level goals
- Provide strategic management and oversight for purchasing, contracting, and asset management, ensuring cost-effectiveness and operational efficiency
- Maintain all organizational contract records
- Ensure all legal and regulatory documents are filed, reported, audited, and in compliance with laws and regulations for the organization
- Meets weekly with the Executive Vice President of NASPA to monitor and maintain NASPA's fiscal sponsorship agreements

Fiscal Management

- Lead the development and implementation of financial strategies to support organizational growth and sustainability
- Establish and maintain organizational charts of accounts and financial infrastructure for the internal accounting system
- Oversee day-to-day budgeting, forecasting, financial planning, and reporting processes
- Establish and maintain an organizational financial model
- Establish and maintain the organizational budget and project financial needs, including supporting the development of grant proposal budgets
- Project and monitor organizational cash flow, approving all expenses and external payments
- Monitor and pay the monthly payroll and management fee expense to NASPA
- Develop fiscal policies and procedures, utilizing NASPA policies as a reference
- Monitor philanthropic funding to ensure grant compliance and appropriate reporting, allocating grant expenses to ensure spend down
- Maintain staff compensation records and establish bonuses and compensation adjustments

Supervision and Management

- Supervise a diverse and growing team, representing multiple generations, identities, and abilities, fostering a culture of continuous learning and improvement
- Serve on the Stewardship Team, providing strategic direction and managing routine meetings to advance the organization's mission and vision
- Drive the annual organization-wide goal-setting process, ensuring alignment with the broader organizational strategy. Lead the management of organizational accountability by facilitating discussions with the Stewardship Team to track progress, assess performance, and implement necessary course corrections throughout the year
- Serve as a thought partner and strategic advisor in establishing recruitment, retention, talent development, performance management, and workforce planning to ensure a

diverse, engaged, and high-performing team. Ensuring alignment with NASPA HR policies

- Support the development of the organization's vision for internal technological infrastructure and manage the selection and transition of platforms from NASPA to FirstGen Forward
- Assists with all-team projects and participates actively in staff meetings and projects
- Other activities, duties, and responsibilities as assigned to support the organization

Qualifications

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field, MBA is beneficial.
- 5+ years of experience in organizational operations and non-profit management, with demonstrated success managing teams to achieve quantitative results.
- Experience managing a fiscally-sponsored organization, preferably with experience transitioning one to an independent 501c3 status
- Financial planning experience, with preferably handling both private and public philanthropic awards.
- A track record of achieving quantitative results as a member of a successful leadership team.
- Entrepreneurial spirit with a sense of urgency for concrete outcomes.
- A team player motivated by individual and team-wide goals.
- An unwavering commitment to quality and excellence.
- Highest integrity.
- Strong oral and written communication skills, with experience delivering progress updates to stakeholders, presenting findings, and writing reports to support organizational goals and funding requirements.
- Experience cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.
- Exceptional knowledge of various technological platforms, integration, and implementation, including, but not limited to, Customer Relationship Management (CRM), Association Management System (AMS), Content Management System (CMS), and Learning Management System (LMS).

Employment Status:

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

Salary Range

The salary range for this position is \$165,000 to \$185,000

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off including accrued PTO, family leave, community service leave, and holidays.

Office Location/Working Conditions/Physical Requirements

This remote position may be based anywhere in the contiguous 48 states. It is the employee's responsibility to provide reliable internet capabilities.

Travel

Occasional overnight travel to represent FirstGen Forward at events, on college and university campuses, and in-person meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

Physical Requirements

- This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines and support events and programs.
- This position will be required to routinely pack and unpack program materials for shipment, which will require pulling, pushing, lifting, and moving boxes weighing up to 50 pounds.
- This position will be required to coordinate on-site event execution, which may include moving furniture and other items, navigating event spaces, and communicating verbally with venue staff.

Commitment to Non-Discrimination Statement

NASPA and therefore FirstGen Forward provides equal employment opportunities for all applicants and employees. NASPA and FirstGen Forward does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA and FirstGen Forward also makes reasonable accommodations for employees with disabilities.

To Apply

Interested candidates should submit the following for consideration:

- Resume
- Letter of Interest/Cover Letter: Please write your cover letter outlining why you are interested in the Vice President of Operations and Finance role at FirstGen Forward, highlighting your relevant experience in operations and financial leadership. We are particularly interested in hearing about any experience you have with start-up or early-stage organizations and how you've led teams or organizations through periods of significant change or infrastructure development.
- Three References

A complete set of materials should be [submitted through this Asana form](#). Materials received by **Monday, May 19th at 11:59AM Eastern** will receive priority consideration, but review will continue until the position is filled.