



Vice President of Internal Relations

San Francisco/Oakland, CA

September 2021

WHO WE ARE

Communities on the margins of opportunity deserve a trusted partner on their journey towards financial growth and stability. As a locally invested, collaborative partner in social justice and financial equity, Community Vision provides nonprofits, small businesses, and social enterprises with strategic investment and guidance, to deepen work, scale impact, and strengthen our communities.

We know that supporting community-owned and community-governed projects creates shared prosperity and builds collective, and self-directed, economic and political power. This position will put you at the forefront of exciting organizational growth and the re-envisioning of how we carry out our work; creating greater efficiency internally and deeper impact externally.

Community Vision is dedicated to anti-racist practices and to building an anti-racist organization. This includes treating colleagues with respect, supporting the vision of the organization, and acting as ambassadors of [our values](#).

THE OPPORTUNITY

The **Vice President of Internal Relations** is a newly created position that leads Community Vision's human relations, culture, operations, facilities, IT, compliance, and administrative functions. This position heads the team that is responsible for ensuring Community Vision's operations, systems, and processes run smoothly, supporting our program work building racial and economic equity and security of place across California.

A successful candidate will be a hands-on, solutions-oriented person who values the importance of micro- and macro-level planning, has a thoughtful and pragmatic approach to risk management, understands the importance of flawless compliance, and is committed to excellent customer service for both internal and external clients.

The Vice President Internal Relations is a member of Community Vision's Executive Team and reports to, and works closely with, the organization's President.

WHAT YOU WILL DO

- Actively support and assist departmental staff in operational planning, maintaining standards for a customer service driven environment.
- Develop a well-rounded Human Resources function to ensure the organization's current needs are met and to strategically prepare Community Vision for the future.
- Oversee all Human Resources systems and policies, ensuring they support the employees of Community Vision and are aligned with the organization's vision and values.
- Lead the continued improvement of the organization's compensation system and employee benefits package.
- Provide a high level of Human Resources risk management, seeking outside counsel when needed.
- Lead staff efforts around cross-training and coaching to unleash staff talent and meet the needs of the organization.
- Oversee strategic internal employee communications and engagement efforts.
- Oversee facilities in three locations, including appearance, functionality, and safety of our offices.
- Oversee outsourced IT provider and internal IT staff in ongoing planning and improvement of technology and IT systems.
- Manage organization's physical assets and equipment.
- Collaborate with Community Vision's President and Executive Team to assess business/department workflow and processes; develop and implement changes that improve data collections, operations, protocols and reporting.
- Review, update, and maintain organizational policies and procedures.
- Ensure that Community Vision has proper organizational risk management policies and procedures in place, including insurance policies.
- Oversee organizational compliance with requirements from funders, investors, regulatory agencies, and other stakeholders.
- Develop and oversee efficient administrative processes and systems.
- Supervise administrative, operations, IT, and compliance staff and contractors, including setting and managing clear performance expectations, and providing regular feedback and performance reviews.

- Maintain accurate recordkeeping and ensure timely reporting to funders, investors, members, and regulatory bodies, including the CDFI Fund.
- Lead projects and initiatives that involve new software, services, or process improvements, including workflow automation solutions. Help identify and implement new technology to support and enhance growing programs.
- Negotiate contracts and terms that meet our racial equity objectives and aid in cost containment with outside vendors.
- Act as operations liaison between departments to effectively overcome any problems that arise.
- Contribute significantly to a healthy and innovative organizational culture rooted in a commitment to racial, social, and economic equity and justice.
- Manage operational risk, including identifying exposures and implementing risk management solutions.
- Provide support and direction to department managers and staff by serving as a thought partner and resource, nurturing learning and continuous development, and supporting opportunities for staff leadership.
- Guide department planning and budgeting with an eye toward sustainability, transparency, and accountability.
- Establish and guide a department accountability framework that incorporates goal setting, feedback loops, generative debriefs, and opportunities for iteration and course correction.
- Foster a department culture that values collaboration and inclusivity, high performance, problem solving, excellent client services, learning, and innovation.

WHO WE'RE LOOKING FOR

Ideal Qualifications

- Minimum of seven years of executive experience leading and managing a diverse administrative/operations team. Nonprofit experience preferred.
- A systems-thinker who can see how to build and transform processes and systems to support efficiency and growth.
- Strong experience in Human Resources management.
- Demonstrated track record of managing organization/operations growth and selecting and implementing operational systems to support growth.
- Experience with technology evaluation, implementation, and integration.
- A collaborative leadership style and strong track record of building an effective team.
- Experience managing a complex compliance function. Experience working at a financial institution and/or with philanthropy and government agencies is a plus.

- Dedication to a collaborative approach to work and management with respect for others' concerns.
- Exhibit resilience, problem-solving solutions and results-driven capabilities.
- Strong writing, speaking, and presentation skills.
- Understanding of advanced business planning and growth strategies.
- Experience in guiding organizational growth and change management.
- Effective oral and written communication skills including proper use of communication tools and technologies.
- Excellent organizational skills with the ability to balance and prioritize multiple tasks and requests and meet deadlines in a professional manner.
- Experience reporting to or engaging with Boards of Directors.
- Commitment to fostering collaboration and teamwork; ability to inspire and lead cross-functional teams.
- Ability to manage and motivate staff through effective leadership, mentoring, communications, professional development, and more.
- Experience living, working, or organizing in the communities we serve – especially areas outside of the Bay Area; Central Valley knowledge is especially desirable.

MORE ABOUT THE POSITION

The **Vice President of Internal Relations** is a full-time non-exempt position. This position reports to the President. The salary for this position is between \$175,000-\$210,000 annually, depending on experience and if outside of the Bay Area salary will be adjusted based on cost of living of the region. Benefits include: 100% health insurance premium coverage for employees and a contribution towards dependent coverage, dental insurance, long-term disability and life insurance, transportation and cell phone subsidies, employer contributions towards retirement savings, three weeks' vacation, and a commitment to work/life balance. Occasional evenings and out of area travel may be necessary. The position involves regular computer and telephone use plus some minimal lifting. The position can be based at either of Community Vision's offices in San Francisco or Oakland. All staff are working remotely until further notice.

TO APPLY

Send resume and cover letter via email to hr@communityvisionca.org. Subject line should read: VP of Internal Relations. Cover letters should discuss your relevant experience and interest in the position and in working at Community Vision. For more information on our programs and services, please visit our website at: communityvisionca.org.

Community Vision is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at Community Vision are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the laws or regulations where we operate. Community Vision will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants with these characteristics to apply.