



## Vice President of Finance

Position Title: Vice President of Finance  
Reports to: Chief Operations Officer (COO)  
Start Date: Fall 2017  
Location: Washington, DC

J Street, the pro-Israel, pro-peace lobbying and advocacy organization, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as Vice President of Finance.

This is an outstanding opportunity for an individual with superb accounting skills to be part of the senior management team of an important, vibrant organization that currently has a budget of \$9 million and a staff of about 70. Applications will be accepted until this search is completed. To see if the search is still active, please see [www.SlesingerManagement.com](http://www.SlesingerManagement.com).

### **ORGANIZATION:**

J Street is the political home for pro-Israel, pro-peace Americans who want Israel to be secure, democratic, and the national home of the Jewish people. Working in American politics and the Jewish community, J Street advocates policies that advance shared US and Israeli interests, as well as Jewish and democratic values, leading to a two-state solution to the Israeli- Palestinian conflict. The organization is headquartered in Washington, DC with 6 regional hubs around the country as well as an office in Tel Aviv. The J Street family of organizations includes J Street, a 501(c)(4) nonprofit that is responsible for lobbying and advocacy; JStreetPAC, a federal political action committee that endorses and raises money for federal candidates; and the J Street Education Fund, a 501(c)(3) that works through community engagement, education, and programming to advance J Street's work.

The VP of Finance will oversee financial management for all three entities. In 2017, the budget is \$9 million. Revenue comes primarily from donations from individuals and foundations, as well as conference fees. For more information about J Street, please go to [www.JStreet.org](http://www.JStreet.org).

### **POSITION AND PRINCIPAL RESPONSIBILITIES:**

Reporting to the chief operating officer, the Vice President of Finance is responsible for ensuring the fiscal health of the organization. Key responsibilities include:

1. Serving as the senior strategic business partner to the president and board, assessing the financial implications of key opportunities and decisions the organization is considering.
2. Running, and improving when necessary, processes and systems related to key accounting functions to ensure appropriate financial controls are in place for all J Street entities. Producing financial reports that are timely, accurate, and useful for senior management and the board.
3. Leading an organization-wide process to produce an operating budget that reflects the organization's strategic plan, and is integrated with the accounting system.
4. Overseeing payroll for staff located in several states throughout the USA as well as in Israel.
5. Creating and running processes and systems related to HR benefits administration.

6. Serving as a member of the senior management team, which includes the president, COO, chief of staff, SVP for community relations, VP of government affairs, VP of communications, VP of communications, national director of regional operations, national political director, and national director of development.

**DESIRED SKILLS AND CHARACTERISTICS:**

The ideal VP of Finance will be:

1. Highly knowledgeable about financial accounting within nonprofit organizations, including the different rules that apply to the four entities under the J Street umbrella, i.e. 501(c)(3), 501(c)(4), political action committee, and entity in Israel. A degree in accounting is highly desirable.
2. Knowledgeable about benefits administration, especially retirement plans and health insurance (as well as payroll itself – note that staff are in seven US cities plus Tel Aviv).
3. Capable of taking on a broad-based financial management job that is extremely hands-on, i.e. the VP will have only one part-time bookkeeping assistant. (The departing head of finance also oversaw administration, but given J Street’s recent growth, most HR, IT, and operations responsibilities are being transferred to other staff.)
4. A superb communicator, orally and in writing, especially in articulating financial data to colleagues.
5. A person with the confidence and presence to be able to work effectively with board of directors and advisory council members who have significant finance and business experience.
6. Fully supportive of the mission of J Street, and comfortable with its strategies of lobbying and advocacy, providing financial support to candidates, and educating the public.
7. Collegial and open. The VP of finance must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative at all levels of the organization.

**COMPENSATION:**

Salary will be commensurate with experience and qualifications. J Street offers a generous benefits package.

**TO APPLY:**

Please email: 1) cover letter that explains why you are interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO  
Slesinger Management Services  
301-320-0680  
[Larry@SlesingerManagement.com](mailto:Larry@SlesingerManagement.com)  
(please include “J Street” in subject line)

*J Street is an Equal Opportunity Employer*