



Position Profile: Operations and Finance Manager - Foundations

Hirsch Philanthropy Partners LLC
San Francisco, California

About Hirsch Philanthropy Partners

Hirsch Philanthropy Partners believes in actively creating a more equitable and uplifting world through meaningful, high-impact collaboration.

As a pioneer in the field of philanthropic advising, Hirsch has more than two decades of experience helping individuals, families, and foundations create and implement visionary giving strategies. Hirsch has grown rapidly over the past decade, more than tripling in size, and continues to expand at a fast pace. Our team directs over \$115M annually to the organizations, community leaders, and public sector agencies boldly solving our most pressing social issues. Our deep Bay Area and national roots and relationships catalyze potent connections and ignite change.

Our ability to bring people together to solve problems, belief in the possibility of innovative methods and surprising ideas, and courage to make the world better in spite of great disparities serve as the foundation for our work. We ask the right questions, design original solutions, and take big ideas to the next level.

While our world is complex and our challenges greater than ever, Hirsch's vision, optimism, and experience forge an ambitious path in response to growing and shifting demands. We know what's possible because we've created impact for more than 20 years. Our team believes in the power of creating deep, systemic change for future generations. We believe that our work can transform the world.

Our talented staff have served as leaders of national nonprofits and congressional offices, management consultants, advertising executives, foundation staff, teachers, and advocates. We are specialists in a wide range of issues including education, democracy, health, racial and economic justice, environmental protection, the arts, community development and more.

For more information about our firm, please visit our website: www.hirschphilanthropy.com

Position Opportunity

The Operations and Finance Manager - Foundations is full-time role and will report directly to a Senior Director on the Hirsch Philanthropy Partners team (note: during an interim period, the position will report to the Director of Finance and Operations). The Manager will be a part of the executive leadership team for a large and fast-growing client at Hirsch Philanthropy Partners ("Foundation"), a family foundation client with an impactful and exciting giving portfolio focused on promoting equity and opportunity in Bay Area communities. The Manager will be responsible for budgeting, planning, and operations.

We are seeking a unique business leader, one who is results-oriented and mission-driven, seasoned and agile, strategic and process-minded. The ideal candidate will have experience in



the philanthropic sector managing finance and operations for a complex set of projects, a broad and high-functioning team, grants administration, budgeting and planning for a multi-faceted organization. This candidate should enjoy being a part of a leadership team that creates a respect-based, performance culture among a group of diverse, high-performing and talented individuals.

Ongoing Responsibilities

Finance and Budgeting for the Foundation:

- Drive/manage/oversee multi-year and annual financial planning for the Foundation
- Drive/manage/monitor Foundation budget and budgeting cycle
- Manage related processes including expense approval, client and expense invoicing, vendor contract and management, audit participation, 990 review and benchmarking
- Manage relationship/collaborate with family office in financial planning and oversight

Foundation Administration:

- Manage calendar, logistics and materials preparation for Board Meetings
- Facilitate development and monitor implementation of annual scope of work for our engagement with the Foundation

Program Team Administration:

- Manage calendar, logistics, agenda and materials preparation for internal / team meetings
- Develop and oversee project management processes and systems
- Manage/support administrative staff and their functions on team
- Manage team's adoption and effective utilization of tools including knowledge management, meeting facilitation, communication, recordkeeping, etc.

Human Resources:

- Work with Foundation client leads, Hirsch leadership and HR to identify staffing needs and build and maintain an appropriate and high-functioning team

Grants Administration

- Oversee grants administration function for Foundation team
- Work with Hirsch Grants Manager to ensure alignment and accuracy of Foundation grants management processes with firm processes while meeting Foundation-specific needs

Communications

- Manage consultant and staff effort in Communications
- Oversee the Foundations overall external communications efforts

Foundation Governance/Legal

- Manage legal compliance for Hirsch team
- Manage relationship with outside legal advisors and resolution of legal issues



Experience and Background Desired

We are seeking candidates who are passionate about working with and supporting teams that serve donors and communities to create high-impact change.

- Broad experience (5-10+ years) leading operations, budgeting and planning at a charitable foundation;
- Deep knowledge of philanthropic foundations' processes, best practices, grant making and board management;
- Deep project management experience;
- Familiarity with grants administration systems;
- Familiarity with identifying and implementing team effectiveness technology and tools;
- Success in managing personnel in a matrix organization;
- Experience managing successful and visible projects and streamlined processes;
- Experience in successfully working with complex organizational dynamics and family offices;
- Excellent written and verbal communications skills; and,
- Strong spreadsheet, presentation development, graphics and board docket preparation skills

Compensation and Benefits

Compensation includes a competitive base salary, performance-based bonus and an excellent package of health, retirement savings and other benefits.

- Medical, Dental, & Vision Coverage, and Disability & Life Insurance: we offer several options for affordable healthcare coverage. In addition, we also provide life insurance, disability and other coverages.
- Paid Time Off and Holidays: we offer a competitive PTO package and an additional ten paid holidays each year.
- Flexible Work Arrangements: our firm supports a flexible work arrangement and offers eligible employees up to two remote workdays per week.
- 401(k) plan offered to eligible employees following 3 months of employment. Hirsch will match 3% of eligible compensation (immediate vesting), regardless of whether the employee participates in the plan.
- Additional Benefits: we also offer a pre-tax commuter benefit, flexible spending account, and volunteer leave.

*The company reserves the right to modify and change benefits as needed and at their sole discretion.

Location: Bay Area Preferred



Application Instructions

For an initial conversation to explore this position or learn more, please contact Lisa Long at llong@clearturn.com.

We promote diversity of thought, culture and background. We are committed to a collaborative work environment that supports, inspires, and respects all individuals and provides employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.