

Position Specification

Senior Vice President, Finance

July 2023



PRIZMAH

Center for Jewish Day Schools



Senior Vice President, Finance

Reports to CEO

Location Remote (with headquarters in New York, NY)



PRIZMAH

Center for Jewish Day Schools

Prizmah is the network for Jewish day schools across North America. The organization partners with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their paths to success. Educating children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel. Prizmah is building networks for schools and their supporters to connect, learn and drive impact, with a focus on:

Catalyzing Resources: Prizmah partners with schools and communities to grow revenue streams by maximizing fundraising, advancing enrollment, and addressing affordability.

- **Deepening Talent:** Cultivating the leadership potential of our professional and lay leaders empower them to transform Jewish day schools into vibrant centers of learning and community. Prizmah helps develop rising leaders, support new and experienced heads of schools, and strengthen lay-head partnerships.
- **Educational Innovation:** Prizmah offers opportunities for leaders and educators to learn about and experiment with new classroom approaches and emerging educational priorities, including in mental health and wellness, Judaics studies, enhancing cultures of belonging, and providing professional development for educators.



The Prizmah Network develops relationships, fosters connections and peer-to-peer learning, and advances collaboration among schools and communities. Prizmah also offers a strategic and systematic approach to research, data collection, and knowledge sharing, to advance the day school field. We deliver on these goals through programming that includes: targeted gatherings for different school professionals and lay leaders, days- and months-long immersives and collaboratives often in cohort groupings, job-alike Reshet (network) groups, customized consulting known as Prizmah School Services, and knowledge-sharing.

Prizmah sees what is possible for Jewish day schools and is passionate about making that vision a reality. The organization engages a network of 3,000 educators, associates and donors nationwide. You can learn more about Prizmah by viewing their [impact](#), [strategic plan](#), and learning about their [leadership](#) and [Board](#).

Prizmah seeks a strategic and proficient Senior Vice President, Finance (SVP) to help drive its ambitious plans and strengthen financial operations. Prizmah is a 501(c)3 with exceptional leadership that is supported by a team of 28 as well as a budget of \$7.9M that includes a combination of philanthropy, other sponsorships and earned revenue including membership fees, payment for participation in Prizmah programs/events and school consultative service.



Position Summary

Reporting to the CEO, the Senior Vice President, Finance will serve in a critical leadership capacity and will lead the financial strategy and management of Prizmah. The Senior Vice President, Finance will work in partnership with the CEO and COO and will also work with the Leadership Team members and other colleagues to ensure an effective financial strategy, budgets and financial infrastructure and internal control environment for effective working. The Senior Vice President, Finance will work with Prizmah's Finance and Audit Committees and also provide financial reports to the Board.

The SVP will provide leadership and coordination in the business planning, accounting, and budgeting processes of the organization. They will develop tools and systems to provide critical financial and operational information to the organization's leadership and will make actionable recommendations on both strategy and operations. The SVP will also oversee long-term budgetary planning and costs management in alignment with the organization's vision.

This position requires an entrepreneurial leader seeking an opportunity to lead an organization that is ready to move into the next growth stage, shaping and implementing all aspects of the organization's financial operations.

Scope and Responsibilities

- Serve as a member of senior leadership team; inform key decisions pertaining to strategic initiatives, operating models, and operational execution.
- Manage financial reporting to organizational leadership, the Board and Finance Committee, colleagues and external stakeholders, i.e., donors.
- Lead all aspects of financial management for the organization.
- Assist in development of organizational business plans.
- Maintain complete analysis of financial results and develop recommendations (strategic and tactical).
- Develop and manage an annual budgeting process, together with longer term projections and financial planning.
- Monitor budgets and generate consistent reports for the staff and Board.
- Oversee finance strategies, activities and cash/asset management, working with banks and other financial institutions as necessary.
- Maintain and refine financial policies and procedures.
- Manage Prizmah's financial records.
- Manage financial compliance for the organization, such as audit, 990 and other requirements.
- Ensure all relevant staff are trained in financial procedures in order to adhere to organizational requirements.
- Manage financial operations to ensure transactions – revenue and expenses – operate efficiently and accurately.
- Oversee the work of the finance team and relationship with outside accounting firm to ensure the effective operation of Prizmah's finances.
- Develop clear expectations, metrics and performance measures for finance department and team.

Key Selection Criteria

- Relevant degree in Accounting required (Master's degree preferred)
- CPA desirable
- 10+ years' experience in a managerial accounting position; demonstrated ability to manage complex operations in an approximately \$10m organization
- Demonstrated ability to synthesize financial data and communicate thoughtfully to a range of audiences



- Successful experience working with volunteer committees and boards
- Nonprofit technical accounting expertise; experience with both philanthropic and earned revenue
- Detailed understanding of and ability to work with finance, cash flow and budgets
- Experience developing financial modeling
- Strong understanding of financial management for non-profits, including tax codes and laws
- Proficiency with Sage Intacct
- Strong collaborative nature and skills, and a commitment to building a strong, positive team culture delivering results
- Ability to work in a fast-paced environment
- Ability to build and nurture relationships in a remote work environment
- Ability to manage complex relationships and multiple priorities
- Outstanding diplomatic, negotiation and ambassadorial skills
- Knowledge of the Jewish community desirable

Prizmah values the diversity of insight, perspective, and experience brought by people from all backgrounds and welcomes applications from all individuals. All qualified applicants will receive consideration for employment without regard to race, color, sex (including pregnancy), sexual orientation, gender identity, age, national origin, disability, veteran status, or other applicable legally protected characteristics.

Compensation

Compensation range \$180,000 to \$210,000.

To Apply

Please send a resume and cover letter to prizmahsvpfinance@dhrglobal.com.

Contact Information

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