



Vice President of Finance and Operations  
One8 Foundation  
Boston, MA

## THE SEARCH

One8 Foundation seeks an experienced, innovative leader to serve as Vice President of Finance and Operations. One8 is a venture philanthropy firm that provides pro bono strategic support to its primary grantees. The Foundation has a dual focus on Education and Jewish Continuity and Community. The One8 team works alongside grantee partners to create social change.

The VPFO will join One8 at a critical time of growth. In 2025, One8 awarded \$58 million in grants and aims to meaningfully accelerate its philanthropic giving in the years ahead. This chapter will require a senior leader who will ensure that the organization's financial and operational systems and processes keep pace with its aspirations. A commitment to hard work and collaborative effort, and an agile, roll-up-your-sleeves approach have been key to One8's success and are essential attributes in this next leader.

The successful hire will bring demonstrated experience in approaching new problems creatively, nimbly, and with a learner's mindset. They will be responsible for staying one step ahead of the grantmaking team, continually improving the effectiveness and efficiency of systems and processes to support One8's fast-moving culture and big ideas.

One8 has retained Isaacson, Miller, an executive search firm, to assist in this recruitment. Please direct all inquiries, nominations, and applications to the firm, as indicated at the end of this document.

## ABOUT ONE8 FOUNDATION

Founded in 2006, One8 Foundation aims to support and accelerate social impact in its priority grantmaking areas. The Foundation operates as a venture philanthropy working alongside partner grantee organizations to improve and scale while also incubating new ideas and scaling those with demonstrated outcomes. The strategic grantmaking teams come from premier consulting firms, giving One8 the expertise to provide strategy support to grantees. One8 deeply believes in the importance of high-quality implementation and in sweating the small stuff alongside grantees in pursuit of measurable outcomes.

The Foundation's priority grantmaking areas are Education and Jewish Continuity and Community, each with a dedicated staff team. One8 Foundation also provides direct community support to assist children and families in need, helping them improve their own lives. The organizations that One8 believes are most promising have game-changing ideas, excellent leaders, high-fidelity implementation, measurable impact, and sustainable approaches. One8 is committed to identifying and providing meaningful support to a

select set of nonprofits that achieve results and have the greatest potential to create large-scale, sustained change. One8 also supports leaders in launching innovative, potentially high-impact new initiatives in our focus-giving portfolios. The Foundation's trustees have high risk tolerance and are committed to impact.

One8 values integrity, hard work, humbleness, the willingness to see possibilities, and the guts to tackle intractable problems. They believe their most creative, innovative, and effective work is born of collaborative efforts. The 27 employees of One8 work in teams and deeply value in-person team time, which amplifies creative and strategic thinking and makes work fun.

## THE ROLE

Reporting to the President and a key right-hand partner, the Vice President of Finance and Operations is responsible for managing all finance and administration, including operations, grants management, budgeting, bill pay, information technology, and human resources. One8 is at an important growth period, scaling giving and reach. It requires a senior leader who can ensure the Trustees' intent is followed and that the organization's administration keeps pace with the Foundation's actions and aspirations. The strategic, ambitious, hands-on nature of One8's approach to grantmaking must be matched by an internal operation committed to flawless customer service and continual improvement. This professional is responsible for staying one step ahead of the grantmaking team, continually seeking systems and processes that improve effectiveness and efficiency. This operational leader must have demonstrated experience in approaching new problems with a learning and analytic orientation to deliver solutions.

The VPFO will work with the President across portfolios, managing One8's internal practices, procedures, and day-to-day operations efficiently and effectively, while reflecting the Foundation's values and principles. This individual works closely with leadership and across the entire team to ensure staff are resourced and supported to focus on social change rather than on administrative functions of efficient grantmaking. The VPFO will partner with the Foundation's Family Office (HighSage Ventures), which provides investment management, tax management, and financial oversight. The VPFO is a key member of the leadership team and must stay abreast of Foundation priorities and understand the grantmaking team's work. Responsibilities are as follows:

### Senior Leadership

- Support the President to manage Foundation practices and policies and act as a sounding board for organizational and strategic issues
- Ensure security of the Foundation, including financial management, cyber practices, AI, and legal compliance
- Support the Trustees and Advisory Board to fulfill legacy planning, upholding the intent of the Trustees

### Financial Management

Manage financial systems, including:

- Financial operations of the Foundation, including oversight of all financial systems, outside providers (RSM), and accounting firm (EY)
- Annual budget process
- Cash flow management, accounts payable, and grant payment processes, including weekly invoice approvals in partnership with the Grants & Finance Manager
- Partner with the Family Office on quarterly operating and grant funding needs
- Financial reporting, monitoring, and review with the President
- Annual tax return and all related filings, working in partnership with the President, family office, attorney, and accounting firm

## **Operations**

### *Office Oversight*

- Oversee office administration, including management of day-to-day operations, facility, lease, policies, and security
- Manage Office Administrator to ensure a physical workplace and culture that is inclusive, welcoming, and highly functional
- Lead the six-person Administration Team
- Provide leadership on technology and organization systems, ensuring the teams are supported through high-quality tech tools that facilitate the work
- Proactively identify and drive system improvements and efficiencies; working with staff to identify opportunities for greater efficiencies and leverage technology to simplify work and amplify impact

### *Grants Management*

- Supervise and partner with the Grants & Financial Manager, providing support and mentorship to ensure the grants management process is timely, accurate, in compliance, and continually improving

### *Legal*

- Serve as the primary liaison between the Foundation and legal counsel, staying abreast of foundation legal and tax requirements
- Work with the President and senior portfolio management on strategic and practical legal issues regarding programs and grants
- Responsible for compliance with relevant federal, state, and other agencies governing private foundations, ensuring required legal documents are filed and that Foundation policies and practices comply with federal, state, and other regulatory organizations

## **Human Resources Management**

- Supervise and partner with the Senior Manager, People and HR Operations, to ensure effective and competitive HR operations, recruitment, pay, and benefits program delivery
- Work with the President and team to nurture a positive, warm, and team-oriented culture
- Ensure effective partnership and service delivery from Genesis HR, the Foundation's PEO

## **QUALIFICATIONS AND CHARACTERISTICS**

While no candidate will embody every quality, the successful candidate will bring many of the following:

- BA/BS with > 10 years professional experience in a fast-paced work environment, including management responsibility for finance and operations; advanced degree preferred;
- Experience in accounting, budget oversight, HR, and managing direct reports; familiarity with grantmaking procedures, rules, and policies governing private foundations preferred;
- Thrives in a fast-paced, deadline-oriented environment, with the ability to see the big picture, create and deliver on project plans, and manage details with a high degree of accuracy;
- Reputation for the highest integrity and outstanding performance;
- Outstanding organizational, project management, and problem-solving skills;
- Intellectual curiosity with a penchant for continual improvement;
- Can-do attitude and a willingness to roll up your sleeves;
- Excellent and clear communication skills, both written and oral;
- Ability to work independently and effectively in a collaborative structure with colleagues at all organizational levels;
- Sense of humor and enjoys working with people;
- Advanced Microsoft Office skills (Word, Excel, Outlook) and ability to assess and introduce technologies that improve work systems and productivity; familiarity with InTacct, Bill.com, and/or Salesforce preferred.

## COMPENSATION AND LOCATION

This is a hybrid position, in-office Monday-Thursday in Boston, MA. The base salary will be within the targeted range of \$240,000-\$275,000, commensurate with experience. In addition, One8 Foundation offers a comprehensive benefit program and PTO package.

## APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of applications will begin immediately and continue until completion of the search. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website here: <https://www.imsearch.com/open-searches/one8-foundation/vice-president-finance-and-operations>

Berkley Braden, Arianna Williams, and Christina Errico  
Isaacson, Miller

*One8 Foundation is an equal opportunity employer and welcomes and benefits from candidates with diverse backgrounds.*

*This document has been prepared based on the information provided by One8 Foundation. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by One8 Foundation would supersede any conflicting information in this document.*