



UNIVERSITY CITY DISTRICT

**Senior Vice President of Finance &
Administration**

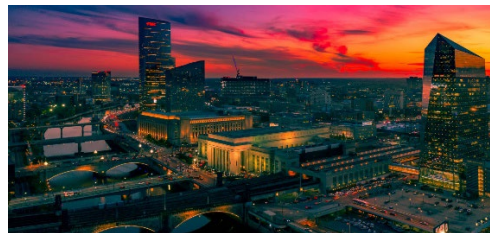


The Organization:

University City District (UCD) is a nonprofit special services district dedicated to creating a thriving and equitable University City neighborhood in West Philadelphia. Leveraging a dynamic collaboration among universities, health systems, businesses, and community groups, UCD advances economic development, public safety, mobility, and quality of life. The organization manages neighborhood improvement projects, public space operations, and events; revitalizes commercial corridors; and supports economic opportunity through its workforce development intermediary, The Skills Initiative, which connects residents with meaningful career opportunities.

University City District is a nonprofit organization with a multi-entity financial structure and diversified revenue streams supporting both place-based economic development and workforce development initiatives. The organization manages an annual operating budget of approximately \$15 million across UCD and its affiliated programs, including The Skills Initiative, a nationally recognized workforce intermediary, and Green City Works, a mission-driven landscaping social enterprise.

UCD's revenue portfolio includes a mix of voluntary institutional contributions, foundation and government grants, corporate sponsorships, fee-for-service contracts, and individual philanthropic contributions, requiring strong financial management, grant compliance, and multi-fund accounting. The organization also oversees several restricted funds and program-specific budgets, including major workforce development initiatives and industry partnerships that operate across the Philadelphia region.



Position Overview

University City District seeks a strategic, hands-on, and forward-thinking Senior Vice President of Finance & Administration to serve as the organization's principal financial leader and a close partner to the President. This role is both transformational and operational: the SVP will modernize financial systems, strengthen reporting and forecasting, and build the infrastructure needed to support UCD's next phase of growth. The SVP will play a central role in shaping organizational strategy, translating mission priorities into clear financial plans, improving visibility into performance, and ensuring leadership and the Board have timely, accurate, and actionable information for decision-making.

At the same time, this leader will be deeply embedded in day-to-day operations, overseeing accounting, budgeting, grant compliance, HR, IT, and administrative functions within a lean team. The SVP will build trust across a highly collaborative but evolving organization, bringing greater accountability, clarity, and consistency to processes while maintaining UCD's entrepreneurial and mission-driven culture. This is a unique opportunity for a leader who is energized by building systems, partnering across functions, and creating a finance function that is proactive, transparent, and essential to organizational success.

Key Responsibilities:

Financial Strategy & Organizational Leadership

- Serve as a strategic advisor and thought partner to the President and senior leadership team.
- Translate organizational priorities into financial strategy, scenario planning, and resource allocation decisions.
- Lead the evolution from reactive financial management to proactive planning, forecasting, and performance management.
- Support major strategic initiatives, including program scaling, restructuring efforts, and new revenue models.

Financial Operations & Modernization

- Oversee all core accounting functions, including general ledger, AP/AR, payroll, and financial close.
- Establish and enforce a disciplined monthly close process and reporting calendar.
- Modernize financial systems, tools, and workflows to improve efficiency, accuracy, and real-time visibility.
- Strengthen internal controls, policies, and documentation to ensure compliance and scalability.

Budgeting, Forecasting & Analysis

- Lead the development of annual budgets and multi-year financial forecasts across all entities and programs.
- Provide regular, clear, and actionable financial reporting to department leaders, senior leadership, and the Board.
- Partner with program leaders to improve budget clarity, ownership, and accountability.
- Develop forward-looking insights on cash flow, program sustainability, and investment decisions.

Audit, Compliance & Risk Management

- Serve as primary liaison to external auditors and lead the annual audit process.
- Ensure timely, accurate audit completion and strong communication with the Finance Committee and Board.
- Oversee compliance with all federal, state, and local regulations, including grant and contract requirements.
- Strengthen risk management practices, including insurance and financial controls.

Grants & Public Funding Management

- Oversee budgeting, tracking, and reporting for government grants, contracts, and philanthropic funding.
- Ensure timely invoicing, reporting, and collections across all funding streams.
- Partner with Advancement and program teams to align financial tracking with grant requirements and revenue strategy.
- Improve systems for tracking restricted funds, grant performance, and deliverables.

Treasury & Cash Management

- Manage cash flow, liquidity, and banking relationships.
- Provide forward-looking cash forecasting to support operational and strategic decisions.
- Identify opportunities to optimize use of reserves and excess cash.

Board & External Engagement

- Serve as the primary financial liaison to the Board of Directors and Finance Committee.
- Present clear, credible, and insightful financial reports and analyses.
- Build strong relationships with institutional partners, funders, and external stakeholders.
- Support development of compelling financial narratives for funders and partners.

Team Leadership & Development

- Lead, mentor, and develop a small but critical finance and administrative team.
- Establish clear expectations, accountability, and professional development pathways.
- Foster a culture of responsiveness, collaboration, and continuous improvement.
- Provide hands-on support when needed in a lean team environment.

Administration (HR, IT, Operations)

- Oversee Human Resources, IT, and administrative functions to ensure effective organizational support.
- Partner with HR leadership on talent strategy, performance management, and employee experience.
- Ensure administrative systems scale with organizational growth and complexity.
- Improve policies, procedures, and cross-functional coordination.

Procurement & Vendor Management

- Establish clear procurement policies and contract management processes.
- Improve vendor payment timelines and financial oversight of contracts.
- Partner with operational teams to align purchasing with strategic and budget priorities.
- Track and identify opportunities for cost savings and efficiency.

The Leader:

Qualifications

- Minimum of 10 years of senior financial and administrative leadership experience.
- Strong experience in nonprofit finance, including grants management and multi-fund accounting preferred.
- Demonstrated success building or modernizing financial systems and processes.
- Experience partnering with executive leadership and Boards on strategy and decision-making.
- Working knowledge of Human Resources, compliance, and organizational operations.
- Strong analytical, communication, and leadership skills.
- Comfort working both strategically and hands-on in a lean, evolving environment.
- Experience with financial systems and openness to leveraging technology and automation (including AI tools) to improve efficiency.

Leadership Attributes

- Strategic & Proactive: Anticipates challenges, brings forward solutions, and builds systems that enable foresight and planning.
- Hands-On Builder: Comfortable operating at both strategic and tactical levels; willing to roll up sleeves when needed.
- Operationally Rigorous: Establishes clear processes, accountability, and financial discipline.
- Collaborative & Relationship-Oriented: Builds trust across teams, with leadership, and with external stakeholders.
- Clear & Confident Communicator: Translates complex financial information into actionable insights.
- Change Leader: Brings structure and clarity while navigating organizational evolution and growth.
- High Integrity & Accountability: Holds self and others to high standards with transparency and consistency.
- Adaptable & Agile: Thrives in a dynamic environment with shifting priorities and evolving needs.

Education

- Bachelor's degree in Accounting, Finance, or related field; CPA, CMA, or MBA strongly preferred.

Location:

- Philadelphia, PA

Compensation:

- \$175,000-\$200,000, bonus eligible

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If you have an interest in this opportunity, please share a resume and brief cover letter to:

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