



St. Francis House

Vice President of Finance and Administration

Boston, MA

[St. Francis House](#) (SFH) seeks a seasoned financial and administrative leader to join its executive team in driving essential services for Boston's most vulnerable individuals. As the Commonwealth's largest day shelter for adults experiencing homelessness and poverty, SFH serves up to 600 individuals daily, 365 days a year, across two downtown locations. Reporting to the President, the Vice President of Finance and Administration (VP) provides oversight and management of a \$20 million operating budget, \$51 million in assets, and a dedicated workforce of 150 that embraces a "nothing is impossible" attitude. Teamwork, service, and attention to detail are central to SFH's culture at all levels of the organization.

Established 40 years ago, the nonsectarian, non-profit SFH believes in the worth of every human being, and that when people have the right tools, meaningful change is possible. SFH fosters a collaborative culture focused on mutual respect, adaptability, and excellence, providing guests with the resources they need to reclaim their dignity and rebuild their lives. From basic services to rehabilitative and housing support, the agency offers continuous, comprehensive, transformative care.

Position Summary

The VP leads all aspects of SFH's finances, including accounting, AP/AR, treasury, insurance, and tax and risk management, providing strategic direction in multi-year planning, forecasting, and budgeting. Additionally, this critical, high-visibility role oversees Information Technology (IT) and provides guidance and leadership to all aspects of Human Resources (HR), including but not limited to employee relations, benefits administration, recruitment and retention, and all legal matters. The VP works in partnership with the Board of Directors' finance, audit and investment committees to ensure mission advancement. Leading through both influence and direct authority, the VP builds and nurtures organization-wide relationships, offering financial and administrative insights to support and uphold high-performing teams in a growth-oriented, mission-driven environment.

Qualifications Summary

The ideal candidate has a degree in business, finance, accounting or related field (advanced degree preferred), and 10+ years of progressive leadership experience in nonprofit finance and administration. Experience advising senior leadership is essential to the role, as is a strong background in financial planning, accounting, and contract and budget management. The candidate must be an exceptional communicator and a collaborative, mission-aligned leader with proven ability to inspire and lead a data-driven, service-oriented team, and work effectively across all departments and constituencies.

As an Equal Employment Opportunity Employer, SFH is committed to fostering a diverse and inclusive workforce where all staff can reach their fullest potential. SFH welcomes candidates with lived experience and those who have faced historic barriers to competitive employment – in particular, BIPOC, people who are multilingual or multi-cultural, and members of the LGBTQ+ community.

This is a retained executive search of [Exceptional Executive Search](#).

For inquiry or application, contact info@eesrecruit.com.

