



BOSTON **WOMEN'S** FUND

## Vice President of Strategy & Operations

Location: Boston, MA (Hybrid)

Reports to: Executive Director

Supervises: Program & Operations Team

### **About Boston Women's Fund:**

The Boston Women's Fund (BWF) is a progressive intermediary organization committed to advancing social justice and gender equity through grantmaking, advocacy, and community engagement. Founded in 1984 by a group of activist women, BWF envisions a world where power, opportunity, and access exist for all, regardless of gender identity or expression. We advocate for and invest in women, girls, trans, nonbinary, and all people experiencing gender-based oppression who are leading grassroots, community-based solutions to systemic inequality at the intersections of racial, gender, social, and economic justice.

BWF is grounded in values that reflect a participatory, transparent, trust-based approach to philanthropy with a commitment to "do nothing about us without us." We believe that those most proximate to issues of injustice know what is best for them and are best positioned to lead us toward healing and collective liberation.

### **Commitment to Racial Equity, Inclusion, and Belonging:**

Statistics show that women, LGBTQIA+, BIPOC, and other structurally marginalized groups often apply to leadership roles only if they meet 100% of the qualifications. If this position excites you, we encourage you to apply—no one ever meets 100% of the qualifications! BWF is committed to building and maintaining a diverse community. We strongly encourage people from the communities we work with to apply, especially: people of color; people with disabilities; Native American and Indigenous people; lesbian, gay, bisexual, queer, and trans-identified individuals; immigrants and refugees; and those across the gender spectrum, including genderqueer, transfeminine, nonbinary, and gender-nonconforming individuals.

## **Position Overview:**

The Vice President of Strategy & Operations plays a critical role in advancing the mission of BWF by driving strategy for both operations and programming. As a key member of the Leadership Team, this role will lead, manage, and implement essential systems that support the financial health, organizational culture, and operational effectiveness of the Fund. The VP will also oversee the program team, ensuring effective grantmaking and leadership development programs that amplify community-led solutions to systemic inequalities. This is an opportunity for a mission-driven, strategic leader with a deep commitment to racial and gender justice.

## **Primary Responsibilities:**

### **Strategy and Leadership**

- Collaborate with the Executive Director and Leadership Team to shape and execute organizational strategy in alignment with BWF's mission.
- Lead sustainable and scalable processes for operations and programming, ensuring long-term impact.
- Supervise program and operations staff, fostering leadership development and alignment with BWF's values and goals.
- Serve as a liaison to Program and Finance Committees, providing updates, engaging the Board, and supporting strategic priorities and fundraising efforts.

### **Operational Systems & Financial Oversight**

- Oversee operational systems, including financial management, human resources, and administrative processes, ensuring compliance and efficiency.
- Develop and manage the organization's budget, maintaining financial health, transparency, and accountability.
- Lead HR strategies, prioritizing professional development, staff well-being, and cultivating a culture of equity and accountability.
- Evaluate and report on programs and operations, using data to inform strategy and demonstrate impact to stakeholders and donors.

### **Program Oversight & Development**

- Lead the program team in executing grantmaking and leadership development initiatives aligned with BWF's mission.
- Oversee the granting process, ensuring it reflects the evolving needs of the community and amplifies equity.

- Drive programmatic strategy to center the lived experiences of women, girls, and gender-expansive individuals of color.
- Align programs with BWF's strategic vision, ensuring they address systemic inequalities and foster community impact.

### **Team Building & Organizational Culture**

- Cultivate a collaborative and inclusive organizational culture aligned with BWF's commitment to racial and gender equity.
- Foster a culture of respect, inclusion, and shared purpose, embedding BWF's values across all aspects of the organization.
- Lead team-building initiatives and facilitate staff meetings to align efforts with organizational priorities.
- Promote staff well-being, creating a supportive environment that encourages professional growth and accountability.

### **Qualifications:**

- Experience in Organizational Leadership: Minimum of 7 years in a senior leadership role, with experience managing operations, staff, and programming.
- Financial Expertise: Demonstrated ability to develop and manage complex budgets, financial forecasts, and organizational resources.
- Commitment to Equity: A deep commitment to advancing racial, gender, and economic justice, with a demonstrated ability to work with diverse communities.
- Strategic Thinking: Proven ability to translate strategic goals into actionable plans.
- HR & Compliance Knowledge: Familiarity with human resource policies, compliance, and legal requirements for nonprofit organizations.

### **Preferred Experience:**

- Experience in the philanthropy, nonprofit, or social justice sectors.
- Experience working within grassroots-led, community-centered models of grantmaking.

### **Compensation:**

Compensation: Salary range 100k-130k

BWF offers a competitive salary, unlimited PTO and benefits package.

To Apply:

Please submit your resume and a cover letter to [opportunities@Bostonwomensfund.org](mailto:opportunities@Bostonwomensfund.org). Applications are reviewed on a rolling basis.

**To Apply:**

Please submit your resume and a cover letter to [opportunities@Bostonwomensfund.org](mailto:opportunities@Bostonwomensfund.org). In your cover letter, tell us about your leadership philosophy and how your experience aligns with the mission of the Boston Women's Fund.