



## **VICE PRESIDENT OF FINANCE**

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Housing Trust (HT) is looking for exceptional people who believe that safe, stable affordable housing opens the door to better living for everyone. We embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community. We are seeking a mission and results driven individual for an amazing opportunity in our Finance and Operations team.

### **MISSION AND HISTORY**

Housing Trust is leading the effort to create a strong affordable housing market in the greater Bay Area as one of the region's highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Since 2000, Housing Trust has invested \$690 million – creating over 28,700 affordable housing opportunities serving over 53,800 of our neighbors. Housing Trust has led the way in engaging local corporations and foundations in investing hundreds of millions of dollars in working with us to bring more solutions to the market all while experiencing several years of high growth in our lending business.

### **POSITION OVERVIEW**

Housing Trust Silicon Valley manages over \$400M in community investments to advance affordable housing across the region. We are seeking a seasoned VP of Finance to serve as the CFO's strategic partner and second-in-command, a role with a clear succession path to CFO.

In this role, you will own the full scope of financial management: driving planning and analysis, overseeing accounting and internal controls, leading operational infrastructure, and developing an already high-performing team. You will work directly with the CEO, Board of Directors, and Finance and Audit Committees, and will be instrumental in shaping the financial systems and strategy that support Housing Trust's next phase of growth.

The ideal candidate brings sophisticated FP&A capability and a resource allocation mindset, technical accounting expertise, and financial systems acumen, combined with strong, compassionate leadership and a genuine commitment to mission-driven work.

### **KEY RESPONSIBILITIES**

#### **Strategic Finance Leadership**

- Lead short and long-term budget planning, forecasting, and resource management in alignment with Housing Trust's strategic plan.
- Build and maintain forward-looking financial models, scenario analyses, and stress tests; align resources to meet organizational objectives.
- Supervise the Associate Director of Finance in preparing comprehensive financial performance reporting, including budget variance analysis and monthly, quarterly, and year-end financial packages.

- Monitor organizational performance against the annual budget and long-term financial plan; surface critical insights to the CFO, CEO, and senior leadership.
- Partner with program leads to develop financial plans and business models for new products and services.
- Develop tools and systems to deliver timely, actionable financial information to the CFO, CEO, Finance Committee, and staff.

### **Accounting & Compliance Excellence**

- Supervise the Controller and accounting department to ensure accurate maintenance of all accounting systems and functions, including loan servicing.
- Ensure preparation of monthly, quarterly, and annual financial statements in full compliance with GAAP and applicable regulatory requirements.
- Maintain appropriate internal controls and financial policies and procedures.
- Manage the relationship with external independent auditors; manage the annual audit process to ensure it is timely and an efficient use of organizational resources.
- Staff the Finance Committee of the Board; co-staff the Audit Committee alongside the CCRO.

### **Operations & Systems Innovation**

- Lead operational infrastructure including IT systems, property leases, and administrative functions
- Support the Associate Director of Finance and Operations Manager in managing IT vendor relationships, software purchases, and system upgrades, and in driving effective use of technology across the organization.
- Become fluent in the organization's software and data-sharing systems; contribute to continuous improvement in systems, integrations, and efficiencies, including the thoughtful use of artificial intelligence, to advance program delivery.

### **Team Development**

- Lead and develop two direct reports: Controller and Associate Director of Finance.
- Provide coaching, mentorship, and professional development to all team members; foster a high-performing, collaborative culture focused on mission impact.
- Model Housing Trust's values of innovation, inclusion, and community commitment across the organization.

### **QUALIFICATIONS & EXPERIENCE**

- 10 – 15+ years of progressive financial management experience, including significant involvement in financial statement audits and ability to research and interpret new accounting standards.
- Demonstrated experience partnering with a CEO or other executive to lead and successfully execute strategic initiatives, business development, innovation, and organizational change.
- Ability to think strategically, anticipate future trends and consequences, and build the organization framework to address dynamic circumstances;
- Deep expertise in financial planning, budgeting, forecasting, and scenario analysis.
- Experience implementing innovative finance and/or accounting software

- Exceptional people management skills with a track record of recruiting, developing, and motivating high-performing teams.
- Strong communicator at all organizational levels — including Board and executive audiences — with outstanding written, verbal, and presentation skills.
- Strong negotiating skills and the ability to manage external relationships including auditors, counsel, and vendors.
- Exceptional attention to detail, follow-through, and a results-driven ownership mindset.
- Commitment to social change and community impact.
- CPA or Master's degree (or Bachelor's in accounting/finance with extensive experience) preferred.
- Nonprofit accounting expertise preferred.
- Affordable housing, banking, or community lending experience preferred.
- Cash flow management and investment experience preferred.

## **COMPENSATION**

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is exempt, full-time position. The salary range for this position is \$190,000 – 225,000.

### **Total Compensation and Benefits**

Our total compensation package includes a comprehensive benefits program designed to support employees' health, financial well-being, and work-life balance, including:

- Medical, dental, and vision coverage fully paid for employees, with 50% of premiums covered for eligible dependents
- Employer-funded 401(k) contribution of 3%, plus an additional employer match of up to 2%
- Generous paid time off, including three weeks of vacation, twelve paid sick days, eleven paid holidays, and a paid year-end office shutdown
- Eligibility for an annual performance-based bonus
- Tuition reimbursement program and additional benefits

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual orientation. Housing Trust is committed to diversity, equity, and inclusion. We aspire to be a diverse and inclusive organization. We are committed to recruiting, retaining, and promoting diversity in our workforce and leadership to reflect the communities we serve. We believe differences in lived-experiences, cultural backgrounds, and diversity of thought are our strongest assets and contribute to our success.