



Director of Finance & Operations Richmond, VA

DR*i* Waterstone
HUMAN CAPITAL

DRiWaterstone Human Capital
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Lending a
helping hand for
50 years!



Overview

The **ASK Childhood Cancer Foundation** is a nonprofit organization based in Richmond, Virginia, and serves families across the Commonwealth of Virginia. They are a culture-first organization dedicated to making life better for children with cancer and their families. Since its founding in 1975, ASK (which stands for “Assistance, Support and Kindness”) has provided comprehensive support services that address the emotional, educational, financial, and social challenges that come with a pediatric cancer diagnosis.



Mission:

Making Life Better for Children with Cancer and their Families.

Vision:

To serve as a leading source of support for children with cancer in Virginia.

CORE SERVICES

Family Support

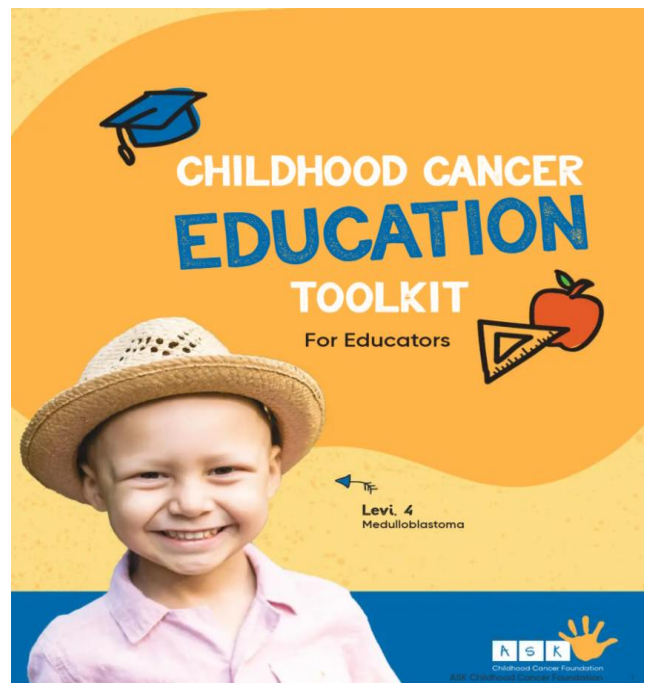
- ✓ Financial Assistance
- ✓ Everyday Relief & Resources
- ✓ In-Clinic Support
- ✓ Mental and Emotional Well-being
- ✓ Bereavement Support

Educational Support

- ✓ Back-to-School Transition Support
- ✓ Tutoring Services
- ✓ SAT Prep and College Application Bootcamp
- ✓ High School Scholarships & Graduation Celebrations
- ✓ Education Conference for Teachers

Community & Connection Support

- ✓ Summer Camp
- ✓ Middle School and High School Retreats
- ✓ Social Events for patients, survivors, siblings and families



Impact

Each year, ASK serves more than 1,000 people, including children receiving treatment, survivors, and their families. The organization works closely with all five primary pediatric cancer treatment centers in Virginia. They are: Carillion Children's, Children's Hospital of the King's Daughters, Children's Hospital of Richmond, Inova Schar Cancer Institute, and UVA Children's Hospital.



On average 359 children re diagnosed with cancer every year in Virginia. ASK is dedicated to supporting all of them through cancer treatment and beyond. This includes:

- ✓ **3,814** treasure box toys gifted to patients and siblings to offer a distraction or pick-me-up.
- ✓ **5,260** snacks provided to families to help them power through long days at the clinic.
- ✓ **12** clinic parties and meal drop-offs so kids in treatment experience fun and not fear.



Childhood Cancer Foundation



50 Years of ASK: Lending a Helping Hand Since 1975!

The Opportunity

The **Director of Finance & Operations** serves as a thought-partner related to strategic and financial operations and will report to the Executive Director. As a hands-on, participative leader the successful candidate will lead and develop in the areas of finance, business planning, and budgeting. Additional responsibilities include overseeing facilities and technology. The position manages a Finance and Administrative Coordinator.

FINANCIAL MANAGEMENT

- ❖ Maintain the general ledger daily on an accrual-basis.
- ❖ Analyze and present financial reports accurately and timely, quarterly to the board and then as needed, and monthly to the Finance Committee. Clearly communicate monthly and annual financial statements. Oversee all financial, program, and grants accounting.
- ❖ Track spending related to the requirements of the state grant and prepare monthly documentation.
- ❖ Coordinate and lead the annual audit process, liaise with external auditors, and the finance committee of the board of directors.
- ❖ Oversee and lead the annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes; and keep the leadership team abreast of the organization's financial status.
- ❖ Manages participation and engagement of members of the Board Finance and Operations Committee and effectively communicate and present critical financial matters to the Board of Directors and leadership team.
- ❖ Work with the Investment Advisor to execute investment policy, implement investment decisions, communicate with investment managers/accounts, and oversee the creation of quarterly investment reports.
- ❖ Ensure compliance with tax and regulatory requirements.
- ❖ Oversee all legal and risk management issues.
- ❖ Manage organizational cash flow and financial forecasting.
- ❖ Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.



The Opportunity (continued)

STRATEGIC OPERATIONS

- ❖ *Strategic Planning & Execution:* Collaborate with the Executive Director and senior leadership team to establish and execute a comprehensive strategic roadmap aligned with foundation goals. Manage the strategic planning calendar and ensure accountability through key business processes.
- ❖ *Cross-Functional Coordination:* Serve as the connective tissue across departments - removing roadblocks and ensuring alignment and progress on top priorities.
- ❖ *Special Projects & Organizational Development:* Ensure effective execution of high-impact, executive director-driven & cross-functional initiatives.
- ❖ *Organizational Effectiveness:* Ensure meetings, retreats, and off-sites are in sync with our operational rhythms, lead business reviews, and partner closely with the ED and HR manager to ensure an aligned and high-performing leadership team.

INFORMATION TECHNOLOGY

- ❖ Ensure effective management and support of internal information systems, including telephone system, telecom providers, computer hardware and software, and all network infrastructures.

FACILITIES

- ❖ Provide oversight related to all facilities-related matters.
- ❖ Oversee occupancy issues, including maintenance, capital improvements, landlord relationships, ADA/accessibility, and other support as needed.



The Candidate

The ideal candidate is a highly skilled and strategic finance professional who is also adept at broader operational management.

They are a meticulous financial expert, responsible for maintaining the general ledger on a daily, accrual-based system. This individual is a strong communicator who can clearly and accurately present financial reports monthly to the Finance Committee and quarterly to the board. They are adept at managing the annual audit and budgeting processes and can effectively communicate critical financial matters to the leadership team and the Finance and Operations Committee. The ideal candidate also has experience with investment policies, cash flow management, and ensuring compliance with tax and regulatory requirements.

They are a well-rounded professional with strong financial acumen and the ability to drive strategic and operational success across the entire organization.

MINIMUM QUALIFICATIONS

- ❖ Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.
- ❖ Minimum 8 years related experience, CPA preferred.
- ❖ Non-profit GAAP accounting experience.
- ❖ Experience generating financial reports and the ability to analyze and interpret the data.
- ❖ Demonstrated effectiveness engaging with and presenting to the Board of Directors and Board Committees.
- ❖ Proficient in accounting software and Microsoft Office applications, especially Excel
- ❖ Experience developing and administering the organizational budget cycle.
- ❖ Experience conceiving, developing, and managing multiple projects and strategic goals.
- ❖ Management experience of a multidisciplinary team, including planning and delivering budgetary responsibilities.
- ❖ Demonstrated experience handling confidential information.
- ❖ Exceptional organizational skills with strong attention to detail and accuracy
- ❖ Enthusiastic support of ASK's strategic vision, mission, and goals.

DESIRED QUALIFICATIONS

- ❖ Experience managing contracts.
- ❖ Expert knowledge of current and evolving trends in finance and operations.
- ❖ Proficiency working independently as well as jointly with colleagues on a team.



Applications should be submitted at:
<https://driwaterstonehc.com/position/finance-askccf/>

Compensation: Salary Range: \$125,000 - \$140,000 - Compensation is commensurate with experience.

Location: This position will be based at the ASK Childhood Cancer Foundation's Family Center, located at 5211 W. Broad Street, Suite 100, Richmond, VA. The successful candidate should expect to be in the office 4 days per week with 1 day remote.

All first-round interviews for this position will take place via video conference with DRiWaterstone.

ASK Childhood Cancer Foundation Equal Opportunity Statement:

ASK Childhood Cancer Foundation is an Equal Opportunity employer. ASK offers a competitive salary, health insurance, simple IRA with match, holidays, vacation, and sick leave; a pleasant, energetic work environment; and an engaging, purposeful workplace culture. All offers of employment at ASK Childhood Cancer Foundation are contingent upon a clear background check.

About DRiWaterstone:

DRiWaterstone is a nationally recognized, women-founded executive and strategic services search firm that partners with purpose and mission-driven organizations that recruit purpose and mission-driven candidates. We are nationally recognized in leading publications, including the 2025 Forbes "America's Best Executive Recruiting Firms."