



POSITION ANNOUNCEMENT

Vice President of Administration

COMMUNITY FOUNDATION OF GREATER DES MOINES

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

PURPOSE OF POSITION

The Vice President of Administration is responsible for the management and oversight of the Community Foundation's administrative, operational, human resources, facilities, technology and risk management functions. This position ensures that internal systems, processes and vendor relationships support the mission and strategic goals of the Community Foundation.

The Vice President of Administration provides organizational leadership through effective planning, policy management and coordination of operational initiatives across departments. This senior management position works closely with the President, senior staff and assigned Board Committees to ensure the efficient and compliant operation of the Community Foundation's administrative functions.

Position duties involve oversight of administrative operations to ensure effective and efficient systems; monitoring organizational policies to ensure compliance; vendor and contract review and oversight; managing record retention; purchasing, including monitoring administrative budgetary compliance; and overseeing benefits administration and internal human resources functions. The Vice President of Administration also serves as liaison to key external vendors and partners, such as human resources, IT, insurance and property management. Additional responsibilities include campus planning and operations, property lease management, hardware/software procurement and technology projects, including penetration testing and cybersecurity. The Vice President of Administration provides oversight to the organization's risk management program and supervises the administration team.

CORE COMPETENCIES

Strategic Leadership | Operational Excellence | Human Resources Management |
Technology and Systems Oversight | Risk Mitigation | Decision-Making/Judgment

QUALIFICATIONS

High level of organizational leadership and operational management ability; strong professional judgment; high integrity; approachable; ability to manage multiple complex priorities; strong interpersonal and communication skills; experience leading HR, facilities and technology functions;

effective 10/28/25

ability to develop systems that support a collaborative and high-performing culture; well-organized self-starter; resourceful and motivated; excellent written and verbal communication skills.

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, management, human resources or related discipline required. Seven or more years of increasing responsibility in organizational administration, human resources, operations or a related field required. Supervisory and Board relations experience preferred. Experience in nonprofit administration is strongly preferred.

SALARY

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter, salary requirements and three references to Chelsy Foy at foy@desmoinesfoundation.org. We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

Don't meet every single requirement? At the Community Foundation we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job posting, we encourage you to apply anyway. You may be just the right candidate.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.