



Vice President of Finance and Administration

Interfaith Alliance — Washington, D.C.

Location: Washington, D.C. headquarters required

Classification: Full-time, Exempt

Supervises: Employees, interns, and consultants, as assigned

FLSA Status: Exempt

Start date: Fall 2026

About Interfaith Alliance

[Interfaith Alliance](#) is a vibrant, growing and trusted network of people of diverse faiths and beliefs across the country working together to build a resilient democracy and fulfill America's promise of religious freedom and civil rights not just for some, but for all.

We mobilize powerful coalitions to challenge Christian nationalism and religious extremism, while fostering a better understanding of the healthy boundaries between religion and government. We advocate at all levels of government for an equitable and just America where the freedoms of belief and religious practice are protected, and where all persons are treated with dignity and have the opportunity to thrive.

Position Overview

We seek a seasoned, collaborative and mission aligned Vice President of Finance and Administration to lead all non-programmatic operations of Interfaith Alliance and its affiliated 501(c)(3) and 501(c)(4) entities, ensuring the organization is financially sound, above-reproach with legal compliance, well-staffed, and operationally excellent. This is a senior executive role for a nonprofit advocacy professional who pairs rigorous financial management with deep fluency in the compliance demands of an affiliated c3/c4 advocacy organization. The Vice President of Finance and Administration oversees finance and accounting, human resources, regulatory and corporate compliance, grants administration, and headquarters operations, serving as a strategic partner to the President and senior leadership, and as a key liaison to the Board of Directors. The Vice President of Finance and Administration supervises finance, operations and administrative staff, manages the relationship with outside legal counsel, and engages and oversees contractors as needed.

The Vice President reports directly to the President and CEO and is a member of the Senior Team, working closely with the Vice President of Programs and Strategy, Senior Advisors, and the Board of Directors on the organization's financial, compliance, and operational strategy.

Required in-person work from D.C. headquarters on Capitol Hill.

Key Responsibilities

Finance, Accounting & Audit (35%)

- Oversee all accounting operations across both entities, including the general ledger, accounts payable and receivable, invoicing, payroll, cash management, and the monthly close.
- Supervise financial operations and consultants, bolstering the organization's financial protocols and the capacity of the finance team.
- Develop and manage the annual organizational budget in partnership with the President and program leadership; track budget-to-actual performance, pursue budget forecasts and strategy, and deliver clear, timely financial reporting to leadership and the Board.
- Oversee the preparation of the annual audit(s) and Form 990, in consultation with external auditors.
- Design and enforce internal controls, financial policies, separation of duties, and approve workflows that protect organizational assets and undergird programmatic initiatives.
- Maintain a best practice cost-allocation methodology between the 501(c)(3) and 501(c)(4), and ensure shared costs are tracked, documented, and reconciled.
- Develop, manage banking, reserve, and investment policies in coordination with the Board's finance and audit committee.

Compliance, Legal & Governance (25%)

- Own all 501(c)(3) and 501(c)(4) compliance, including c3/c4 cost allocation, lobbying-limit tracking (including any 501(h) election), restrictions on political and electoral activity, and interorganization cost-sharing agreements.
- Manage the organization's relationship with outside legal counsel — supervising and coordinating their work on corporate, employment, tax-exempt, and election-law matters — and serve as the organization's primary internal point of contact for legal questions touching operations.
- Ensure timely and accurate federal and state filings, including Forms 990, Lobbying Disclosure Act reports, state charitable registrations, applicable FEC or state electoral reporting for c4 activity, and annual reports.

- Maintain time-allocation and timesheet systems that support accurate c3/c4 and grant-by-grant cost allocation and withstand audit scrutiny.
- Support the Board and its committees on governance, bylaws, conflict-of-interest policy, minutes, and corporate recordkeeping.
- Manage organizational insurance (including directors-and-officers and general liability coverage), enterprise risk, and data-security and records-retention policies.

Human Resources & Talent (20%)

- Lead the full HR lifecycle: recruiting and hiring, onboarding, offboarding, benefits administration, and payroll.
- Own the performance-evaluation cycle and the compensation-review process, and advise managers across the organization on personnel matters.
- Maintain and update the employee handbook and HR policies, ensuring compliance with federal, state, and District of Columbia employment law.
- Oversee the administration of timesheets, paid leave, and time-off tracking.
- Champion an inclusive, healthy, and mission-aligned workplace culture, and advise leadership on staffing structure and organizational design.

Grants Administration (10%)

- In close partnership with the development team, manage grants administration, including grant budgeting, expenditure tracking, compliance, and financial reporting to foundations and other funding sources.
- Ensure grant spending aligns with funder restrictions and is properly allocated across entities and time periods.
- Maintain grant records, and partner with development to meet reporting deadlines.

Operations & Office Administration (10%)

- Oversee headquarters administration, including facilities, vendors, equipment, and the office environment.
- Manage technology infrastructure, IT support, and data systems in coordination with relevant staff and outside providers.
- Have knowledge of the working and ethics of AI.
- Negotiate and administer contracts with vendors and contractors, and supervise contractors as needed.
- Establish and maintain the operational policies and procedures that keep the organization running day to day.

Additional Responsibilities

- Serve as a strategic advisor to the President and senior leadership on financial sustainability, organizational structure, HR matters, and risk.

- Partner closely with programs, communications, and development to align operations, compliance, and finance with organizational priorities.
- Take on other duties essential to leading all non-programmatic functions of the organization.

Qualifications

Required

- Bachelor's degree required in finance, accounting, business, nonprofit management, or a related field.
- At least seven years of increasingly responsible experience in advocacy nonprofit finance and operations, including senior leadership and direct supervision of staff.
- Demonstrated command of nonprofit accounting, budgeting, and audit management, including serving as a primary liaison to external auditors.
- Working knowledge of 501(c)(3) and 501(c)(4) compliance, including cost allocation, lobbying limits, and restrictions on political activity — or closely comparable experience with affiliated tax-exempt structures.
- Experience leading a human resources function, including hiring, benefits, performance management, and compliance with federal and state employment law.
- Experience administering grants, including budgeting, tracking, and funder reporting.
- Proficiency with accounting software (such as QuickBooks or a comparable platform), payroll and HRIS systems, Excel, and Google Workspace.
- Sound judgment, discretion, and a high standard of integrity in handling confidential financial and personnel matters.
- Commitment to the organization's mission and to civil rights and pluralism, and the ability to work across religious, political, and ideological lines.
- Direct experience operating an affiliated c3/c4 (or c3/c4/PAC) structure.
- Collaborative approach in working with colleagues and teams.
- Emotional maturity and a sense of humor.

Preferred

- CPA and/or an advanced degree such as an MBA, MPA, or master's in nonprofit management.
- Experience working in progressive interfaith or faith-based advocacy organizations.
- Direct experience setting up and/or operating a Political Action Committee.
- Experience with federal grants administration and familiarity with Uniform Guidance.
- Experience supporting a Board of Directors and Finance and Audit Committees.

- Familiarity with the Washington, D.C. nonprofit and advocacy ecosystem.
- Experience with EveryAction/Bonterra or comparable membership, CRM, and financial systems.

Compensation

Salary range is \$175,000-\$200,000, commensurate with experience. Competitive benefits package including health insurance, retirement contributions, and generous paid leave.

To Apply

To apply, email jobs@interfaithalliance.org with your resume and cover letter. Please use “Vice President of Finance and Administration” in the subject line.

Interfaith Alliance is an equal opportunity employer committed to building a diverse and inclusive team. We strongly encourage applications from people of all faiths, backgrounds, and identities, including people of color, women, LGBTQ+ individuals, and people with disabilities.