

I · HOUSE

INTERNATIONAL HOUSE
500 RIVERSIDE DRIVE
NEW YORK, NY 10027-3916

IHOUSE-NYC.ORG



Position Title: Assistant Vice President of Finance
Office: Finance
Reports to: Senior Vice President Operations
Supervises: Accounting and Payroll team members

About International House

International House (I-House) is a residency program for graduate students and young professionals, built on the simple yet radical notion that living in a diverse community instills a lifelong dedication to cultural understanding.

Since 1924, I-House has welcomed young people from all over the world to live, learn, and grow together. In addition to offering safe and comfortable housing within a New York City historic landmark, I-House hosts an array of programming and other opportunities designed to foster cross-cultural connection and to help residents form lifelong bonds.

From the outset, our mission has been simple and daring: to cultivate individuals who will help bridge the polarization, isolation, and division our world continues to face. Through an intentional admissions process, we curate an eclectic, interdisciplinary cohort of open-minded individuals who come together at a key stage in life for a crash course in social and cultural intelligence. It is a life-changing experience our alumni carry into their communities, practices, and professions.

Learn more at www.ihouse-nyc.org.

Job Summary

The AVP of Finance (AVP) is a key member of the senior leadership, responsible for the overall financial health, strategy, and stewardship of International House. Reporting directly to the SVP, the AVP will function as the organization's controller. S/he will lead financial planning and analysis, oversee accounting, compliance and risk-management, optimize systems and processes, align operations with organizational goals and serve as a strategic advisor to the leadership team, Board of Trustees, and staff. The AVP will lead and cultivate a collaborative, service-driven finance team. The successful candidate will also serve as the key liaison to external financial partners, including banks, investment advisors, and auditors.

Why Work at I-House?

I-House offers meaningful career opportunities, robust benefits, and a supportive environment for its employees. Perks and benefits include:

- Generous time off including vacation, holidays, and sick time
- Comprehensive benefits including health, dental, vision, and life insurance
- 403(b) retirement plan with company match
- Tuition assistance for bachelor's degree
- Flexible spending accounts for healthcare and dependent care expenses
- Complimentary access to our on-site fitness facilities
- Staff discount in our full-service dining facility
- Employee appreciation events and enrichment programming
- A friendly, inclusive, and collaborative work culture committed to I-House's core values of Empathy, Respect and Moral Courage

Responsibilities

Organizational & Strategic Leadership

- Partner with the President, Senior Vice President of Operations, and Board of Trustees to support mission-aligned, financially informed long and short-term decision-making.
- Lead the development and execution of financial strategies, regular forecasts, scenario planning, annual budgets and risk analyses to guide resource allocation and long-term planning.
- Serve as a trusted advisor across departments, promoting financial literacy and accountability.
- Advise on the financial implications of new initiatives, partnerships and funding strategies
- Support strategic planning and development efforts with data-driven analysis, revenue modeling, and funder reporting.
- Lead enterprise risk management and contribute to crisis planning to ensure financial resilience and organizational continuity.
- Represent I-House externally in banking, investment and audit relationships.

Financial Management, Internal Controls & Compliance

- Oversee all financial operations, including accounting, budgeting, cash-flow, reporting, tax compliance, payroll, and cash/investment management.
- Ensure timely, accurate financial reporting and analysis for leadership, Board, and key stakeholders.
- Develop and implement financial policies, internal controls, and risk management practices to ensure compliance with GAAP and nonprofit best practices and lead the annual audit and regulatory reporting processes.

- Develop and refine internal controls, financial systems, and reporting tools to enhance accuracy, efficiency, and insight.
- Lead the annual audit process, ensure all regulatory filings, and tax reports are completed accurately and on time.
- Optimize endowed and restricted funds management in close collaboration with senior leadership team.
- Collaborate with IT and Operations to align financial infrastructure with organizational needs.
- Identify opportunities for financial optimization through incentives, credits, and external funding.

Team Leadership & Development

- Lead, train, coach and mentor the finance team, fostering a collaborative, equitable, and high-performing culture.
- Align departmental structure with organizational strategy and integrate financial capacity-building across all levels of staff.
- Champion continuous improvement and staff development through training, tools, and clear communication.
- Provide regular, constructive feedback to finance team members, supporting ongoing skills development.

Collaboration & Relationship Building

- Build strong cross-functional partnerships across the organization to align financial strategy with organizational goals.
- Together with President and SVP, serve as staff liaison to Board Finance, Audit and Investment Committees, preparing and presenting financial reports and recommendations.
- Provide strategic support on pricing, contracts, and sustainable revenue growth initiatives.

Key Qualifications

Leadership & Strategy

- Minimum seven years of senior leadership experience in mission-driven organizations; adept in strategic planning and enterprise risk management.
- In-depth experience in educational sector is strongly preferred (higher education, high school)
- Strong commitment to I-House's mission and values, with an equity-focused, solution-oriented leadership style.

Financial Expertise

- 10+ years in progressive financial roles, ideally in nonprofits; prior Controller experience preferred.
- Deep knowledge of GAAP, nonprofit accounting, financial reporting, philanthropic donor funds management, endowment management and compliance.
- Bachelor's degree in accounting or related field required; advanced degree and CPA preferred.
- Demonstrated success in optimizing financial systems and driving data-informed decisions.
- Proven success in optimizing financial systems and driving data-informed decisions through technology, tools, and process improvements.

Team Leadership

- Experience leading multi-level teams and managing change.
- Skilled in coaching, developing talent, and building team capacity.

Collaboration & Communication

- Strong relationship-building and communication skills with internal and external stakeholders.
- Comfortable working with boards and senior leaders; fosters transparency and feedback-driven culture.

Salary Range

\$175,000–\$200,000 commensurate with experience.

How to Apply

Please submit a cover letter and résumé via e-mail to careers@ihouse-nyc.org and include the job title in the subject line.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.