

OFF THE STREET CLUB

Vice President of Finance and Operations Opportunity Guide

offthestreetclub.com



About Off the Street Club

Off the Street Club (OTSC or the Club) is Chicago's oldest boys and girls club. It serves the youth in the West Garfield Park neighborhood, which is one of the city's most challenging areas. For 125 years, OTSC has provided a haven and positive influence for kids living in an environment often marked by poverty, gang activity, and limited opportunities.

The organization provides year-round programs focused on academic support, character development, recreational activities, and creative arts. Experiences that would otherwise be unavailable to the kids (ages 5–18) include music, choir, skating, public speaking, soap box derby, leadership, and much more. Computers, arts, athletic equipment, and books are also available. Their summer camp, [Camp Mathieu](#), located in Wheaton, Illinois, offers kids an opportunity to experience nature and outdoor activities away from city streets.

OTSC serves approximately 2,500 youth annually through after-school programs, sports leagues, tutoring, mentoring, and leadership development initiatives. The Club aims to provide positive alternatives to gang involvement and street life while helping kids develop skills that can lead to successful futures.

Each year, an increasing number of OTSC participants go on to pursue higher education at respected institutions like Illinois State University, University of Illinois, Clark University in Atlanta, Jackson State University, Grand Valley State University, and more. Our alumni build successful careers in fields such as healthcare, marketing, business, advertising, banking, and entrepreneurship — a testament to the transformative impact of our programs and support.

- 97% of OTSC kids are employed or go to College after High School
- 250 kids enjoy after-school activities daily
- 2,500 kids the Club keeps safe from gangs, drugs, and violence
- OTSC welcomes kids from 6 grammar schools and 5 high schools every year
- Kids spend an average of 8-10 years active at OTSC



About Off the Street Club



Dedicated to shaping productive, successful citizens who become positive contributors to Chicago's communities, OTSC provides life-changing programs and opportunities for deserving kids from Chicago's West Side. The overarching mission is to empower youth to grow from great kids into great adults. Their work is made possible through the generous support of individuals, corporations, and foundations committed to improving the lives and futures of Chicago's kids.

A DEDICATED AND PASSIONATE TEAM

Every day, a team of committed staff and volunteers navigates the challenging streets of West Garfield Park to support the mission of Off the Street Club. For them, this work is a calling to serve their community.

Nearly every member of the full-time 11-person OTSC team was once a kid in the Club, bringing lived understanding and deep empathy to their roles. They know the realities of growing up on these streets and recognize they wouldn't be where they are today without the vision of the Club and the commitment of the staff. Their dedication to giving back is essential to the Club's ongoing success and the positive impact it has on the next generation.

CAMP MATHIEU – A SAFE HAVEN FOR GROWTH AND FUN

Located 30 miles west of Chicago's urban landscape, Camp Mathieu provides a peaceful sanctuary where Off the Street Club kids escape the city's escalating violence. Established in 1945, this tranquil retreat welcomes campers to a world of sunshine, poolside laughter, horseback riding adventures, and endless recreational activities.

Camp Mathieu is a traditional summer camp that includes hiking, campfires, biking, swimming, ghost stories, and more. Through the experience of learning, living together, playing, and taking responsibility, campers develop essential life skills that help shape them into great young adults.

Over the summer, up to 1000 OTSC kids have a day or overnight Camp Mathieu experience, providing them with a fun and stress-free environment. Through a diverse range of activities, kids experience growth, adventure, and creativity. Sports and athletics offer opportunities to build teamwork and stay active, gaining strength and confidence through a variety of games. Creative arts and music sessions spark imagination and allow for personal expression in a supportive atmosphere. Swimming provides a cool escape and a splash of excitement during the summer heat, while horseback riding offers a rare connection not often found in city life.

The Opportunity: Vice President of Finance and Operations



OTSC seeks its first Vice President of Finance and Operations (VP of Finance and Operations) to serve as a strategic partner for the Executive Director and Board. Overseeing all financial and operational aspects, the successful candidate will be a leader who can translate the mission into operational excellence while maintaining fiscal discipline and program effectiveness. It is anticipated that 75% of the role's focus will be on finance and finance-related operations.

This is a newly created role to address the growth and sophistication of the Club, its Board, and supporters who have invested decades in ensuring the vibrancy and vitality of the mission. The organization operates with a \$2M annual budget and holds \$9M+ in endowed funds, both general and designated. The new VP of Finance and Operations will strengthen processes related to financial operations, drive efficiency in operational areas (finance, HR, legal, risk, compliance, etc.), partner with the Executive Director to implement strategic initiatives and ensure alignment with the Club's overall vision and goals. The ideal candidate brings a strong track record of working on smaller teams, expertise in financial management and accounting, and a proven ability to implement change via current best practices to ultimately advance organizational goals. Working in close partnership with the Executive Director, a mission-driven staff, and a deeply committed Board of Directors, the VP of Finance and Operations will play a pivotal strategic leadership role in advancing OTSC's vision.



Performance Objectives

OPERATIONAL LEADERSHIP AND STAKEHOLDER ENGAGEMENT

- Provide collaborative leadership in maintaining a positive and productive working relationship among the team, Board of Directors, and volunteers.
- Work with the Executive Director to monitor OTSC program outcomes and impact, regularly assessing and evaluating program effectiveness and making recommendations for improvement aligned with the strategic plan.
- Develop and implement measurable objectives, strategies, budgets, funding strategies, and timelines.
- Serves as liaison to the Board in matters of legal, insurance/risk management, and other operational matters.
- Provide general leadership to other operational and functional areas of the Club
- Develop strategies to cultivate a positive organizational culture and ensure staff development aligns with organizational needs.
- Collaborate with event leaders and fundraising/development team to ensure accurate and timely tracking, documentation, and reporting of donations, expenses, and grants, maintaining alignment between donor databases and financial statements.

FINANCIAL MANAGEMENT

- Create an annual operating budget and ensure the organization operates within budget guidelines. Regularly monitor budgets and cash flow statements. Provide consistent dashboard reporting so that decisions are data-driven and information is timely.
- Develop and implement financial practices and policies that support OTSC's strategic plan objectives.

- Uphold consistent reporting on the organization's financial position and outlook and ensure fiscal responsibility and adherence to Generally Accepted Accounting Principles (GAAP).
- Balance and maintain current operational needs with long-term financial stability.
- Maintain productive working relationships with external partners (accountants, auditors, bankers) and other financial stakeholders.
- Ensure adherence to all legal and regulatory financial requirements, as a registered nonprofit, including tax filings, grant reporting, and financial audits, to maintain OTSC's compliance and integrity.
- Collaborate with the Board and Executive Director to track and oversee JP Morgan's management of the OTSC endowment
- Design, implement, and maintain comprehensive expense and internal control policies to protect company assets and guarantee financial accuracy.

RELATED ADMINISTRATION

- Create and manage the facilities and infrastructure budget, controlling costs and maximizing resource utilization. Manage and maintain the infrastructure of both locations (primary Club and Camp Mathieu)
- Develop and implement long-term facilities and infrastructure plans that align with organizational goals and objectives.
- Select, manage, and evaluate external vendors and contractors, ensuring quality service and adherence to contractual obligations.
- Serves as liaison with the Board of Directors and internal team members as a Human Resources (HR) point of contact and model of best practice (HR)
- Conduct necessary risk assessments and reporting in all areas needed to ensure the Club is in compliance and operates appropriately for all stakeholders.

The Qualified Candidate

The VP of Finance and Operations will play a pivotal role in shaping the future of OTSC. Reporting to the Board of Directors, and in strong alignment with the Executive Director, the successful candidate will bring a new perspective to Club operations to maintain the precious culture and strengthen business operations. This newly created role and new leader will serve as a key partner in shaping and implementing the organization's vision, fostering a culture of collaboration, accountability, and continuous improvement.

SPECIFIC REQUIREMENTS INCLUDE:

- Passion for the mission of instilling values and building the skills that each child needs to reach their full potential.
- A minimum of 5 years of progressive experience in nonprofit finance and operations. Financial experience is required.
- Track record in financial management, stewardship, and developing strategies to successfully increase revenue.
- Demonstrated success in operations management and organizational development.
- Strong analytic and strategic-thinking skills, with a demonstrated ability to create, implement, and monitor complex plans and then translate those plans into goals and concrete strategies.
- Excellent communication, interpersonal, and relationship-building skills that will be leveraged to persuade peers, staff, and external partners to accept new ideas and processes.
- Knowledge and understanding of Human Resource policy and best practices
- A career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Proficiency in current financial and accounting software (QuickBooks) and Microsoft Office Suite.
- Bachelor's Degree is required, Advanced Degrees and/or credentials (are desirable CPA, CMA, CFA, etc.)

Don't check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that underrepresented communities - such as women, people of color, LGBTQ, people with disabilities, and immigrants - are less likely to apply for jobs unless they meet every single qualification. Off the Street Club is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider still applying.



How To Apply

Compensation for this position was recently benchmarked by Off the Street Club and KEES and is in the fair market range. The salary range for this position is anticipated between \$125,000 - \$135,000, along with benefits including employee covered Health Insurance (through Blue Cross Blue Shield), contribution to a sponsored SEP plan, designated time off at the end of August (between camp-ending and Labor Day), 13 paid holidays, and vacation/sick time.

Off the Street Club is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

[APPLY HERE](#)

To ensure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

All candidate-submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/ academic/ background information both in the screening process and for the finalist(s) in a formal background check. KEES utilizes a 4-step screening process, the first of which is the formal Candidate Application. Applications are reviewed by the KEES team and advanced through various stages of inquiry and confirmation. Applications with specific cover letters will be given priority consideration, on a rolling basis, by April 11, 2025. All applicants will be notified of the outcome of the search. Based on the timing of your specific application, you are welcome to reach out for information on the timeline.

This search is being managed by Project Manager, Randi Blasutti and Heather Eddy, CEO/President of KEES. Questions may be addressed to rblasutti@kees2success.com.

About KEES

KEES (formerly Alford Executive Search) is a woman-owned nonprofit executive search firm dedicated to creating diverse teams with dynamic leadership in the nonprofit and public sectors. We offer comprehensive services, including executive search, leadership development, compensation analysis, interim staffing, and HR support.

Launched in 2013, based on decades of prior work by the Founders, KEES is a leader and noted pioneer in DEIB-focused executive search and culture building. KEES is noted for bringing dynamic and under-radar candidates to the table, regularly placing industry veterans and first-time leaders alike. Recognized for two years in a row on the Hunt Scanlon Nonprofit Top 65, KEES leaders are sought-after experts in search, leadership development, and often first-time roles. To learn more, visit us at [KEES](#).