

VETERAN ADVOCACY PROJECT

Job Title: Finance & Operations Manager

Location: Hybrid – Remote with regular in-person responsibilities in New York City

Salary Range: \$70,000 – \$100,000, commensurate with experience

Benefits: Fully covered healthcare, 401(k), life insurance, EAP, and more

Reports To: Executive Director

Application Deadline: Rolling, with immediate hire preferred

Apply To: Submit cover letter and resume to hire@veteranadvocacy.org with “Director” in the subject line

About VAP

The Veteran Advocacy Project (VAP) ensures access to health care, housing, and income for low-income veterans and their families, with a focus on those living with post-traumatic stress, brain injury, substance dependency, and other mental health conditions. Through advocacy, education, and free legal services, the team fights for clients' rights to benefits, keeps families in their homes, and empowers veterans by removing barriers to recovery and success. We partner with Vet Centers, community clinics, and veterans' organizations to reach individuals where they are.

Position Overview

The Finance & Operations Manager will play a central role in building and managing the financial and operational systems that support VAP's mission. This leadership position reports directly to the Executive Director and collaborates with our accounting partners, funders, and internal teams to ensure compliance, transparency, and sustainability across our organization.

This is a hybrid position requiring both remote work and regular in-person engagement in our Manhattan office to manage onsite operations and infrastructure.

Key Responsibilities

- Prepare financial reports and analyses for internal and external stakeholders
- Prepare and monitor budget projections across the organization
- Work with the accounting team to ensure proper tracking of revenue and expenses, including allocations across accounts, classes, and grants/projects
- Maintain and organize financial and operational documentation
- Contribute to organizational strategies
- Identify and research new funding opportunities
- Provide reporting and compliance documentation for contracts, grants, and donations
- Communicate with key funders and partners to support relationships and reporting
- Oversee and execute basic office operations, including purchasing and inventory management

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- Ensure compliance with employment laws across multiple states through coordination with our professional employer organization (PEO)
- Track individual donations and assist in planning and executing fundraising events
- Maintain infrastructure for operational and technological needs across the organization, and identify areas for process improvement
- Other tasks as needed to support organizational growth and sustainability

Qualifications

- Minimum 3 years of experience in operations, finance, or a similar leadership role
- Strong analytical skills and working knowledge of nonprofit financial management
- Familiarity with GAAP, 501(c)(3) compliance, and government contract management
- Comfortable navigating multi-state employment compliance (experience with PEOs is a plus)
- Experience preparing budgets, tracking restricted funding, and supporting audits
- Excellent written and verbal communication skills
- Detail-oriented, organized, and able to manage multiple projects with minimal oversight
- Comfortable working with a small team and ready to pitch in at all levels

Equal Opportunity

We value a diverse and inclusive team and strongly encourage candidates with military backgrounds, individuals with disabilities, people of color, LGBTQIA+ individuals, and others from underrepresented communities to apply.

Veteran Advocacy Project is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to race, color, ethnicity, national origin, immigration status, sex, gender, or gender identity, age, disability, sexual orientation, military/veteran status, pregnancy/reproductive health decisions, caregiver status, arrest or conviction record, predisposing genetic characteristics, status as a survivor of domestic/intimate partner violence, or marital/partnership status.