



***POSITION: VICE PRESIDENT
PITTSBURGH, PA
STATUS: FULL TIME***

BRIEF DESCRIPTION:

The Vice President is primarily responsible for the day-to-day management of the organization, and the effective execution of its projects and programs. The successful candidate will assist the President with general management and oversight. This position is responsible for effective internal operations, administration, including programming, strategic planning, finance, and human resources.

KEY RESPONSIBILITIES:

- Assist the President to effectively manage the organization, including executing specific efforts that advance the impact framework, ensure financial strength, and increase operational efficiency.
- Collaborates with staff and board members to ensure the Foundation's mission remains relevant and focuses on the needs of the northside and greater Pittsburgh communities served.
- Monitors established programs to ensure all responsibilities and programs are executed with sensitivity and responsiveness to the cultural differences present among individual clients.
- Ensures that appropriate programs and procedures are in place to achieve the organizational goals set forth by the President and Board of Trustees.
- Collaborates with the President, and staff to develop annual operating budgets and mid-year budget revisions.
- Collaborates with the President and staff to establish appropriate policies and internal control procedures to safeguard the organization's financial resources.
- Collaborates with the President and other staff to manage project objectives by defining specifications/requirements, identifying resources, organizing teams, and ensuring project goals conform to the Foundation's strategic framework and long-term goals.
- Owns primary responsibility for updating and maintaining the strategic plan.
- Oversees and manages the development and implementation of performance planning, measurement, and evaluation systems to assure program and operational integrity and quality are maintained,
- Promotes results-oriented and transformational culture with staff and collaborates with the President to implement professional development strategies across the organization.

EXPERIENCE & QUALIFICATIONS:

- Bachelor's degree; MBA in management preferred.
- Ten+ years' senior management/deputy director experience successfully managing an organization or division.
- Experience in strategic and financial planning, including preparing, presenting, and interpreting financial statements, and budgets.
- Demonstrated experience and knowledge to help guide the strategic priorities of the foundation in collaboration with the staff, community, and grantees.
- Demonstrated knowledge of trends and issues in the nonprofit, public, philanthropic, and community sectors.
- Experience building relationships/partnerships in the nonprofit, public, philanthropic, and community sectors including familiarity with these sectors and their relevant players in the Pittsburgh region.

APPLICATION PROCESS:

Qualified individuals may apply by sending a cover letter and resume in PDF format to:

careers@buhlfoundation.org

Include title of position you are applying for in the subject line

APPLICATIONS WILL NOT BE ACCEPTED AFTER THE POSITION IS FILLED.

POSTING CLOSSES ON NOVEMBER 30, 2025

The Buhl Foundation is committed to an inclusive work environment and seeks to recruit candidates for employment that represent the region's diversity of race, ethnicity, gender, religion, gender identity, and ability. The Buhl Foundation is an Equal Opportunity/Affirmative Action Employer.