



Director of Operations

Status: Full-time, Exempt

Location: Syracuse, NY

Reports to: Executive Director

Salary Range: \$70,000 - \$85,000

The Opportunity

At the William G. Pomeroy Foundation, we're more than just a grantmaking organization—we're cancer fighting warriors, storytellers, community builders, and history champions. Every "For Life" grant we make helps save lives. Every "For History" marker we fund tells a story, honors a legacy, and strengthens the fabric of a community. When you join our team, you're not just taking a job—you're stepping into a mission that changes lives.

As **Director of Operations**, you'll have the opportunity to grow professionally while making a tangible impact across the country. What you do here is mission critical. You'll help power a team that's fighting cancer and installing historical markers from coast to coast—preserving history, inspiring pride, and transforming places.

We're a passionate team that dreams big and delivers. We support each other. We celebrate wins. And we show up every day knowing that what we do matters. You'll thrive here if you're a systems thinker, a trusted advisor, a hands-on doer, and someone who wants to feel proud about the impact they make each day. If you're looking for purpose, collaboration, and the chance to be part of something bigger, you'll feel right at home here.

What You'll Do: Lead, Strengthen, Streamline

Finance & Accounting

- Own the financial pulse of the organization—from budgeting and forecasting to reporting and compliance.
- Deliver accurate, insightful financial reports to leadership and the board.
- Manage grants and funding allocations with clarity and precision.
- Partner with external accountants on audits and tax filings.

- Ensure steady, strategic cash flow to support our growing programs.

Audit & Compliance

- Maintain and strengthen financial controls and systems aligned with GAAP and private foundation standards.
- Lead quarterly audits and ensure all filings (990s, CHAR500s, insurance, contracts) are timely and thorough.
- Protect the organization's interests through careful contract and policy review.

Human Resources

- Be a champion of people: manage payroll, benefits, and performance processes with the support of external HR experts.
- Lead recruitment, onboarding, and development efforts.
- Foster a positive, inclusive, and purpose-driven culture.

Operations & Technology

- Drive continuous improvement in operations and office systems.
- Oversee IT infrastructure, cybersecurity, and vendor relationships.
- Support executive and board functions, including meeting planning and governance tools.
- Ensure a well-equipped and organized physical office environment.

What We're Looking For

Qualifications & Experience

- 5+ years of progressive experience in finance, operations, or nonprofit leadership
- Expertise in QuickBooks, Bill.com, and nonprofit accounting
- Audit, budgeting, forecasting, and compliance experience
- Strong grasp of HR best practices and employment law

Skills & Strengths

- Strategic and tactical thinking

- Detail-oriented with excellent follow-through
- Tech-savvy and systems-minded
- High integrity, sound judgment, and discretion
- Clear, confident communication style

Bonus Points For:

- Bachelor's degree in business, accounting, nonprofit management, or related field
 - CPA, SHRM, or PMP certification
 - Experience in a private foundation environment
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What We Offer

- **A mission that matters.** You'll help preserve history, support cancer patients, and connect people to something bigger.
- **A team that supports you.** We're small, close-knit, and driven—and we have fun while doing meaningful work.
- **A package that takes care of you.**

Benefits include:

- Medical, dental, and vision insurance
 - Generous employer retirement contributions
 - Paid vacation, sick leave, and holidays
 - Ongoing professional development
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How to Apply

Submit a PDF including your cover letter and resume to jobs@wgpfoundation.org with the subject line: **"Your Name–Operations."**

Applications will be reviewed on a rolling basis beginning **April 14, 2025**. The position will remain open until filled.

About Us

The **William G. Pomeroy Foundation**® is a private foundation based in Syracuse, NY, with a dual mission: improving outcomes for blood cancer patients and celebrating community history across the U.S. Since 2006, we've funded over **2,700 historical markers** in **49 states**—from local legends and historic trails to folklore, foodways, and forgotten stories. To learn more, visit: wgpfoundation.org