

Organization Overview

The Healthcare Foundation of Northern Lake County is a private, independent foundation dedicated to improving access to quality healthcare and advancing health equity for underserved residents of northern Lake County, Illinois. We partner with nonprofit organizations, community leaders, and systems partners to address both immediate healthcare needs and the broader Social Drivers of Health (SDOH) that shape individual and community wellbeing.

The Foundation invests in a comprehensive set of strategies that advance health equity by improving access to healthcare services and addressing the social drivers of health. This includes funding for clinical care, community-based health education, and healthcare degree scholarships for Lake County residents, alongside investments that strengthen income and employment opportunities, social support and community engagement, and access to healthy food—recognizing that health is shaped by both care systems and the conditions in which people live, work, and connect.

Guided by a commitment to Justice, Equity, Diversity, and Inclusion in Health Equity (JEDI-HE), the Foundation takes a trust-based, relationship-centered approach to philanthropy. We value community knowledge, lived experience, and collaboration, and we work alongside grantees to strengthen organizational capacity, foster learning, and drive sustainable change across northern Lake County.

Position Overview

The Director of Operations and Finance is responsible for overseeing and managing the Healthcare Foundation of Northern Lake County's finances, business operations, and administration. This role provides comprehensive oversight of organizational operations ensuring efficient, compliant, and effective support of the Foundation's mission. The Operations and Finance Director reports directly to the Executive Director and currently has no direct reports.

Essential Functions

Under direction of Executive Director, the Director of Operations and Finance manage the Foundation's daily operations and finances to advance the Foundation's goals. As a member of the Healthcare Foundation of Northern Lake County's leadership team, the Director of Operations and Finance anticipate and responds to the Foundation's evolving needs. In collaboration with all staff, this role shares responsibility for ensuring high-quality service delivery across the organization and will consistently demonstrate a strong commitment to the Foundation's mission, values, and philosophy.

The Director of Operations and Finance serves as a thought partner to the Executive Director and the Senior Director of Community Impact Programs on strategic planning,

budgeting, business modeling, and sustainability. The Director of Operations and Finance supports Foundation Board and committees as assigned and is expected to perform all duties as assigned by the Executive Director, including responsibilities that may not be explicitly outlined in this job description.

Fiscal

- Oversee and manage human resources function for staff including payroll, time & attendance, benefits, and 403b plan.
- Prepare and monitor the Foundation's budget and financial plans including short- and long-term fiscal planning.
- Collaborate with HFNLC's contracted external accountant and the Executive Director on management of the agency's financial accounting, including accounting procedures and management of grants, bank accounts, and expenditures.
- Assist in the development of internal and external financial and business reports, i.e., the monthly financial statements and audit alongside contracted external accountant.
- Produce data analysis reports and budgets.
- Ensure compliance with GAAP, IRS regulations, and nonprofit best practices.
- Oversee and record financial transactions including bank deposits, securities transfers, and accounts payable.
- Work with Foundation board treasurer and Finance and Investment Committee to monitor investment performance.

Administrative, Business and Operations Support

- Oversee administrative, operations, and business functions to ensure efficient and consistent operations across the organization including monitoring office operations and systems, equipment, and supplies.
- Manage contracts including insurance coverage, lease agreements, employee fringe benefits (with Take Command/Vanguard), and work closely with outside consultants, vendors, and landlord (University Center of Lake County) staff.
- Research, interview, and recommend new vendors as needed to oversee accounting, audit, and IT services.
- Compile and input all necessary documents for annual audit and communicate and collaborate with the Executive Director and external contracted auditing firm on successful audit completion.
- Support the Board of Directors and its committees in the preparation and coordination of meeting materials, the timely compilation and distribution of electronic Board books and supporting documentation, and the accurate recording, maintenance and retention of the official Board and committee meetings minutes and other official documents and records in accordance with organizational policies and applicable governance and regulatory requirements.
- Plan, coordinate, and manage meetings and special events logistics.
- Co-develop and implement Foundation policies and procedures.

- Serve as a thought partner to the Executive Director and leadership team on strategic planning, business modeling, and sustainability.

Position Qualifications

Desired Skills and Experiences

Employees of the Healthcare Foundation of Northern Lake County must maintain a positive work atmosphere by behaving and communicating in a manner conducive to positive experiences for grantees, volunteers, co-workers, and supervisor.

The successful candidate will have the following qualifications and attributes:

- Bachelor's degree in nonprofit management, finance, accounting, business administration, or a related field required; a minimum of seven (7) years of progressively responsible experience in financial and/or administrative leadership roles.
- Substantial knowledge of nonprofit accounting principles, including fund accounting and financial reporting requirements.
- Working knowledge of administrative office policies and procedures, audit preparation, and compliance; familiarity with GATA and GAAP standards preferred.
- Demonstrated experience overseeing organizational operations and technology functions.
- Strong leadership, project management, and organizational skills a must.
- Excellent analytical, problem-solving, and written and verbal communication abilities.
- Proficiency with accounting software and financial systems, including QuickBooks Online or comparable platforms.
- Proficient in Microsoft Office Suite (Outlook Word, Excel, PowerPoint).
- Experience with project and event management.
- Excellent organizational skills and ability to prioritize and work independently.
- Demonstrated ability to work effectively and respectfully with individuals from diverse socio-economic, racial, cultural, and experiential backgrounds.
- Be an initiative-taker who can work independently yet collaboratively.
- Flexibility to work occasional evenings or weekends as required.

There is no need to be overly concerned if you believe that you may not meet every requirement for the position. Some studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At HFNLC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your past experience does not align perfectly with every qualification in the job description, we encourage all who are interested to apply anyway.

Compensation and Benefits

The position is a salaried, exempt, full-time position with a salary range of \$ 90,000 to \$ 110,000 annually, depending on professional and lived experience. Additionally, the Healthcare Foundation of Northern Lake County offers a competitive benefits package, including QSERHA reimbursement for health insurance, a 403(b), vacation, PTO, and holidays. The position is hybrid working 2-3 days on-site at the Grayslake IL office and the remainder is remote. This is subject to change based on organizational needs.

How to Apply

Applicants are to complete a cover letter and resume in PDF format by the best consideration date of March 1st. Cover letters will be evaluated as a writing sample. There will be a paid part time orientation followed by a start date of June 1, 2026. An earlier start date may be possible.

The Healthcare Foundation of Northern Lake County is an equal employment opportunity employer dedicated to the fair and equal treatment of all its employees without regard to age, gender, race, color, religion, creed, national origin, ancestry, sexual orientation, disability, political or union affiliation, maternity status, parental status, military status, or any other basis prohibited by law. Reasonable accommodation will be provided to enable individuals with disabilities to perform the essential functions of the job.

If you are interested in this position, please submit your resume and a cover letter detailing your qualifications and interest in this position to meredith.polirer@hfnlc.org by March 31, 2026. Lake County applicants preferred. Join us in our commitment to creating a positive change in northern Lake County communities.