

About OptiFunder

OptiFunder is a leading provider of SaaS cloud technology to the residential mortgage finance industry and pioneer of the Warehouse Lending Management System for mortgage originators.

We provide a portfolio of technology solutions to help lenders originate more loans, reduce origination costs, and increase operational efficiency across the mortgage lifecycle. By joining OptiFunder, you'll become part of a forward-thinking company that is transforming the way our customers embrace technology to enhance their business and the bottom line.

One of the fastest growing fintech companies, we offer the excitement of a rapidly growing technology disruptor with the stability of a seasoned management team and some of the brightest minds in mortgage banking and best talent around. Visit www.OptiFunder.com to learn more.

Job Description

Vice President of Administration

The Vice President of Administration is a senior leadership role responsible for managing and optimizing core operational functions, including Human Resources, Recruiting, Training, Benefits, Payroll, and Tax. This role demands a strategic and hands-on leader who can design, implement, and oversee administrative processes that drive efficiency, compliance, and scalability. The VP of Administration will work closely with senior executives to ensure these functions align with the company's strategic objectives, fostering a high-performing and people-focused culture. This role will very much be hands on as the primary resource for these responsibilities.

Human Resources Leadership

- Develop and execute HR strategies that support organizational growth, including talent acquisition, employee engagement, and workforce planning.
- Oversee employee relations, performance management, and organizational development initiatives.
- Maintain compliance with federal, state, and local employment laws and regulations.

Recruiting and Talent Acquisition

- Lead the recruitment function, ensuring the attraction and retention of top talent to meet current and future business needs.
- Partner with hiring managers to align recruitment strategies with departmental goals. Training and Development
- Develop and oversee employee training programs to support onboarding, professional development, and leadership growth.
- Establish metrics to evaluate the effectiveness of training initiatives and ensure alignment with company objectives.
- Foster a culture of continuous learning and skill enhancement.

Benefits and Compensation

- Manage and optimize employee benefits programs, including health insurance, retirement plans, and wellness initiatives.
- Oversee the design and execution of competitive compensation strategies that align with company goals and market benchmarks.
- Serve as the primary contact for benefits vendors and negotiate contracts to ensure cost-effectiveness.

Payroll and Tax Compliance

- Oversee payroll processing to ensure accuracy, timeliness, and compliance with all applicable laws and regulations.
- Collaborate with Finance and external partners to manage tax filings, audits, and reporting requirements.
- Implement systems and processes to ensure compliance with payroll and tax laws across jurisdictions.

Requirements

- Proven experience in senior administrative roles with oversight of HR, Recruiting, Training, Benefits, Payroll, and Tax operations.
- Strong expertise in employment law, compliance, and tax regulations.
- Demonstrated success in building and scaling administrative processes within a high-growth environment.
- Exceptional leadership, communication, and organizational skills.
- Experience implementing and optimizing HR and payroll systems and tools.
- Bachelor's degree in Business Administration, Human Resources, or a related field (MBA or advanced certifications preferred).

This role is vital to OptiFunder's success, ensuring the foundation of our operations supports our growth and innovation.

The position offers the opportunity to work in a remote-first environment with competitive compensation, flexible schedules, and benefits including unlimited PTO, healthcare, and 401(k). If you're a strategic and people-focused leader passionate about operational excellence, we'd love to hear from you.
