



Job title	CHIEF OPERATING OFFICER
Reports to	CEO

ABOUT FAIR CHANCE

Fair Chance envisions a world where every child succeeds.

We strengthen the sustainability and performance of community-based nonprofits to achieve **life-changing results** for children and youth experiencing poverty. We select nonprofits ready to take their leadership and organizations to the next level and provide them with a customized 6-24 month work plan aimed at strengthening the nonprofit's impact, sustainability, and success -- free of charge.

Since 2002, Fair Chance has partnered with **over 120 nonprofits**, tackling issues from job readiness to health, literacy to homelessness. Together, we've reached more than **100,000 children youth and families and are laying the groundwork for deepening programmatic impact and geographic expansion.** For more information, please visit www.fairchancedc.org.

POSITION SUMMARY

The Chief Operating Officer is responsible for providing leadership, management, planning and enhancement of Fair Chance's internal organizational systems and infrastructure allowing Fair Chance to fulfill our mission and scale our impact. This position works as a part of an Executive team and directly supervises a Finance and Office Manager, several consultants and service providers, and serves as the point person and lead negotiator for all Fair Chance agreements and organizational operations. In addition, the COO serves as the point on human resources, sustainer of Fair Chance's organizational culture and values, and the lead on Fair Chance's racial equity task force. As the senior leadership team member responsible for finance in collaboration with an outsourced accounting firm, the COO will manage a \$3M budget and direct financial planning and forecasting. This dynamic leader will display excellent emotional intelligence and have senior level experience that includes a strong understanding of accounting practices, financial planning, scaling organizations, and human resources (with diversity, equity, and inclusion). This will be an executive who takes pleasure in being a "hands-on" manager of an organization during a period of transition and growth and in building his/her own operations shop.

DUTIES AND RESPONSIBILITIES

Vision, Strategy Development, and New Initiatives

- Work closely with the leadership team and board to develop and implement the strategy for how Fair Chance can best accomplish its vision.
- Ensure that strategy is documented, tracked and shared within the organization, and fully owned and embraced by all staff

- Initiate and establish systems for new projects that can catalyze change and build on core strengths, while ensuring consistency with strategic direction
- Protect and advance strong organizational reputation and brand
- Build and staff the administrative and finance function, refining and optimizing systems and hiring a skilled and competent team.
- Set up annual books

Leadership & Management

- Provide leadership and oversight for the internal functioning of the organization
- Lead by example in modeling vision and core values of Fair Chance as well as advancing strategic direction and collaborative annual budgeting and goal planning with all staff
- Develop and implement a staffing structure, personnel policies and a performance management system that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management that represents the core values of the organization, and is inclusive and diverse
- Ensure retention, development, and growth of staff talent

Human Resources & Operations Management

- Institute strategies to create and maintain an organizational culture of excellence consistent with Fair Chance values
- Oversee the creation and implementation of a world-class performance management system
- Serve as leader to the Human Resources Working Group and the Racial Equity Task Force to monitor progress on strategies and ensure policies and practices are consistent, transparent, and uphold Fair Chance values
- Oversee the work of the Finance and Office Manager and/or other outsourced human resource provider to ensure implementation of equitable employee policies and benefits

Expanding Impact

- Identify, analyze, and evaluate opportunities for potential growth of impact through contracts and partners.
- Analyze viability of replicating a Fair Chance model in specific locations, with emphasis on operational funding structure and capacity building strategies. Focus 9-12 months of work in new markets, to assess feasibility and make recommendations to senior leadership team
- Negotiate with interested partners or sites to meet Fair Chance's expectations in advance of beginning work on new contracts or markets
- Develop and refine overall expansion strategy including start-up process/roadmap, replication unit/model, and alternative funding structures

Finance & Administration

- Manage the operations of Fair Chance, including hiring and retaining high-performing staff and/or consultants to manage human and financial resources
- Direct the annual budget process with the staff developing realistic annual financial goals and plans as well as facilitating Board approval

- Work with Finance and Office Manager and outsourced accounting firm to provide monthly financials and cash-flow reports as well as full year forecasts
- Prepare for and staff monthly Finance Committee meetings of the Board of Directors
- Analyze financial and organization-wide data to track financial trends and work in direct partnership with the CEO and Board Treasurer to keep them apprised of budget challenges, improvements, or necessary changes with a forward-looking mindset to adjust for any significant deviations from the annual budget in a timely manner
- Oversee annual audit process and tax filings and documentation

QUALIFICATIONS

The Chief Operating Officer will be highly energetic, with a track record of achievement in previous leadership roles in nonprofit and/or philanthropic organizations, a commitment to youth development, established regional networks and relationships within the nonprofit sector, and demonstrated business acumen.

- 10+ years professional experience working in nonprofit operations and finance with a deep knowledge of accounting practices.
- Experience utilizing various technology platforms to achieve nonprofit business goals.
- Experience working in human resources with knowledge of effectiveness practices and systems including diversity, equity, and inclusion.
- Bachelor's degree required, Master's preferred.

DESIRED COMPETENCIES

- Knowledge and experience with scaling the impact of a social change organization regionally/nationally
- Ability to help set and develop systems for an ambitious, inspiring, modern vision for the next chapter of Fair Chance and how it can effectively deploy its human and financial assets towards championing racial equity and poverty alleviation by working in collaboration with youth serving nonprofits
- An understanding of issues of race and equity and awareness of his/her own biases and brings that understanding to the work of Fair Chance, our policies, strategies, weaknesses and opportunities
- An intellectual curiosity, ability to think critically and have a track record of being creative, innovative, and bold in identifying and establishing new programs, projects and systems that meet needs
- Skilled at engaging staff, the Board of Directors, and the larger community in strategy and execution
- Flexible, energetic, positive, creative, and ambitious with the ability to prioritize
- Capacity to develop a performance culture among a group of diverse, talented individuals
- Inclusive leader who builds and supports a culture of collaboration and trust among the Board and staff
- Mature leader who embodies humility, wisdom and strength of character

- Thorough and transparent communicator, this individual will demonstrate the ability to provide clear expectations and accountability measures for staff deliverables while encouraging innovation and initiative
- Strong business acumen and a thorough understanding of operations and finance
- Ability to strategically prioritize resource allocations and creatively examine Fair Chance current business model with an eye to sustaining and growing the organization and venture into new areas
- Technologically savvy, with the ability to understand how best to use new and existing technologies at Fair Chance to increase impact. Knowledge of Salesforce preferred.

SALARY AND COMPENSATION

The salary range for this position is \$100,000-\$120,000 with a generous benefits package. The position will be open until filled.

Fair Chance is an Equal Opportunity Employer. We value diversity – we are and want to continue to be people of multiple ethnicities, perspectives, and life experiences. We believe and respect how this strengthens our work. Therefore, we are seeking qualified candidates from all backgrounds who believe in our mission and align with our values.

HOW TO APPLY

Please submit a cover letter and resume by clicking [here](#). The position will be open until filled.