The Chief Operating Officer (COO) is a new, full-time position at Project Row Houses, reporting to PRH’s Executive Director. The COO will be part of the PRH senior leadership team and will have oversight of finance, compliance, information technology, human resources, and administration. Working in close partnership with the Executive Director, the COO will be responsible for the smooth running of the organization’s day-to-day activities and oversee an integrated implementation of the operational plan.

The COO will oversee, manage, and continuously improve the organization’s financial, operational, talent, and administrative functions consistent with PRH's strategic and operational goals. This COO will have strong executive presence, engender confidence and will be collaborative, while being unafraid to be the decision-maker. The COO will have a deep knowledge of the socially engaged art space and sector and will be skilled at quickly establishing rapport and cultivating relationships across all levels of the organization. The COO will embrace the culture of PRH, while also engaging with both peers and leaders in the sector to ascertain and implement best-in-class practices across the organization in a productive manner.

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities.

Project Row Houses occupies a significant footprint in Houston’s Historic Third Ward, one of the city’s oldest African-American neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enriching initiatives, art programs, and neighborhood development activities. PRH programs touch the lives of under resourced neighbors, young single mothers with the ambition of a better life for themselves and their children, small enterprises with the drive to take their businesses to the next level, and artists interested in using their talents to understand and enrich the lives of others. Although PRH's African-American roots are planted deeply in Third Ward, the work of PRH extends far beyond the borders of a neighborhood in transition. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.
ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Leadership
- Serve as a critical partner in the development and implementation of organizational strategies, and ensure achievement of operational goals and organizational outcomes organization-wide.
- Provide strategic leadership and cross-functional management to teams reporting to the Executive Director, prioritizing programmatic and organizational alignment with PRH’s organizational vision and operational goals.
- In partnership with leaders throughout the organization, continue to build a highly inclusive culture, and ensure staff growth and development.

Finance and Accounting
- Oversees all aspects of financial management, including budget development and cash management, preparation of financial statements, audit, restricted fund oversight, and reporting to Board of Directors and funders.
- Advise the Executive Director and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as primary liaison to the Board’s Finance Committee and Investment Committee.
- Ensure that payroll and benefits are administered and handled efficiently and smoothly.
- Oversee the annual audit and tax process with the independent auditors.
- Manage grants administration through tracking of expenses, reporting.
- Assure PRH systems are responsive and compliant with various donor systems.

Operations and HR
- Manage the overall strategy and operational implementation of the Human Resources function: talent acquisition, compensation, payroll, benefits, professional development, culture, performance management, and succession planning.
• Manage information technology functions, and ensure that PRH’s workplace protects the health and safety of its employees.
• Help develop and implement policies and practices that further advance diversity, equity, and inclusion within the organization.
• Oversee HR responsibilities, including benefits, medical insurance programs, labor negotiations.
• Work with the Executive Director to oversee the performance evaluation process, setting development goals and thresholds of success, setting objectives, and establishing priorities.

Development Compliance
• Contribute energy, vision, and creativity to PRH’s leadership team, including providing strategic advice.
• Oversee grants management/administration efforts.
• Ensure compliance with nonprofit, lobbying, tax, and fundraising regulations at the federal, state, and local levels.

QUALIFICATIONS:

Education/Experience: M.B.A. from an accredited university. Management/ and or leadership experience working in nonprofits, cultural institutions, and/or community development desired. Candidate should have at least ten years of prior experience in increasingly senior roles within nonprofit organizations

• Strategic planning and thinking at an executive, organization-wide level.
• Strong financial management experience, including budgeting, financial forecasting, and reporting.
• Demonstrated commitment to economic, racial, and social justice.
• Technical capacity that includes resources, skills, experience, knowledge, and aptitude to implement and grow organization toward sustainability
• Strong data and analytic skills including ability to assimilate and present data in a clear concise manner to a broad range of audiences; ability to present information within a strategic framework
• Experience monitoring, assessing, responding to, and creating internal and external changes related to staff, program, partners, organization and community
• Familiarity with philanthropic and government funding and funding requirements
• Impeccable interpersonal skills and the ability to work effectively with the full spectrum of partners and community members
• Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups
• Exceptional project management and leadership skills and ability to manage high performing teams.
• Strong proficiency in multiple software and database systems and presentation skills
• Passion for the mission, vision and values of Project Row Houses.

WORKING CONDITIONS: (TRAVEL, HOURS, AND ENVIRONMENT)

• This is a full-time, exempt, salaried position, with benefits.
• Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of traditional and nontraditional community settings.
• Some evening and weekend work may be required.

For confidential consideration, please submit your cover letter, resume to hr@projectrowhouses.org. No phone calls please. Applicants whose candidacy is being considered will be contacted.

PRH is an equal opportunity employer in all positions, programs and services without regard to race/ethnicity, color, religion, creed, gender, national origin, age, ancestry, disability, marital or parental status, sexual orientation, veteran status or any other legally protected status.