CHIEF OPERATING OFFICER

JOB DESCRIPTION

JOB TITLE: Chief Operating Officer
JOB DEPARTMENT: Executive
DIRECT REPORT: President and Chief Executive Officer
FLSA STATUS: Exempt

ORGANIZATION OVERVIEW
Since 1973, the Greater Washington Community Foundation has been a champion of thriving communities and a catalyst for change through local philanthropic engagement, effective community investment, and civic leadership. We work with donors and partners to enhance the quality of life in the District of Columbia, Montgomery County, Northern Virginia, and Prince George’s County.

The Community Foundation, under new leadership, will be embarking on a new strategic plan, building on a rich history of social justice grantmaking and community leadership initiatives and prioritizing community voice to ensure the Greater Washington region is an equitable, just, and enriching place for all residents to live, work, and thrive.

POSITION OVERVIEW
Reporting to the CEO, the COO will drive key operational and administrative functions to ensure The Community Foundation has the infrastructure needed to continue the organization's success and impact. The COO will lead critical initiatives such as a technology transformation that allows The Community Foundation to expand its footprint and meet the increasing demands of our community. The ideal candidate will bring extensive nonprofit executive leadership experience and a demonstrated record of managing and enhancing the administration of a high-performing organization. The top candidate is a creative problem-solver who thrives on identifying solutions and focusing on what’s possible while facilitating strong collaboration and communication across the organization. They will bring strong emotional intelligence, authenticity, and a proven ability to help individuals and teams achieve their full potential. In addition, the COO will embody and nurture a strong and inclusive culture that reflects our values.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:
- Collaborate with the CEO in setting and driving organizational vision, strategy, and operations; the COO's internal focus will allow the CEO to engage externally with critical community partners and funders.
- Serve as a member of the Executive Team and support the CEO in managing and leading the Board of Trustees.
- Partner with the VP of Development and Senior Philanthropic Advisor on organization-wide strategic customer service and systems planning.
- Oversee the key operational areas of The Community Foundation: Communications, Finance, Information Technology, and Community Investment. Monitor departmental performance and establish corrective measures as needed; prepare detailed reports, both current and forecast.
- Partner with the Director, Employee Engagement in identifying, developing, and retaining top talent.
• Translate strategy into actionable goals for performance and growth, helping to implement organization-wide goal setting, performance management, and annual operating planning.
• Develop actionable strategies and plans that ensure alignment with short-term and long-term objectives developed in tandem with the CEO.
• Contribute to building a highly inclusive culture where team members can thrive and achieve outcomes.
• Maintain up-to-date knowledge of all federal, state, and local business and regulatory requirements and ensure compliance. Adhere to organization, federal, state, and local requirements, enforcing compliance and taking action when necessary.
• Analyze internal operations and identify areas for improvement; develop consistent processes and systems such as contracts and vendor management.
• Maintain and build trusted relationships with peers and direct reports, key partners, and stakeholders.

DESIRED SKILLS, EXPERIENCE, AND PERSONAL ATTRIBUTES
• Bachelor’s degree required; MBA, MPA, or other graduate nonprofit management degree, a plus.
• Previous nonprofit executive leadership experience, including staff management.
• Demonstrated ability to use business software applications, e.g., MS Office Suite or comparable productivity tools, to collate, analyze, and synthesize data and information to provide strategic and operational insights to the President/CEO and the organization.
• Leadership skills, with steadfast resolve and personal integrity.
• Understanding of advanced business planning and regulatory issues associated with philanthropic organizations.
• A solid grasp of data analysis and performance metrics. Ability to diagnose and solve business problems expeditiously and proactively.
• Emotional intelligence, integrity, humility and a commitment to transparency, and active listening.

How To Apply
Please upload a cover letter and resume online here https://leaderfit.catsone.com/careers/20424-General/jobs/13600022-Chief-Operating-Officer-Greater-Washington-Community-Foundation/

The Greater Washington Community Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.