



LEADERSHIP PROFILE

Chief Operating Officer (COO)
Atlanta Wealth Building Initiative (AWBI)
Atlanta, Georgia

Organization

Atlanta Wealth Building Initiative (AWBI) advances community wealth building strategies through thought leadership, movement building, and new systems and structures of capital to challenge systemic bias and close the racial wealth gap. AWBI is dedicated to addressing the region's systemic racial wealth and economic inequity by removing barriers to shared economic prosperity for all while building an inclusive economy that promotes thriving communities. As an intermediary, our work is centered on the support and coordination of the nonprofit business support ecosystem with the intention to build leaders, promote wide-spread engagement, and advance bold ideas that move the sector forward for greater collective impact.

Community wealth building is a systems approach to economic development built on locally rooted and broadly held ownership. It is built on a framework of multiple drivers that work together to create a system that delivers an inclusive, sustainable community economy where all can prosper—particularly those who are normally excluded. With an initial focus on entrepreneurship as a pathway to building wealth, AWBI advances economic mobility opportunities for African Americans in Southeast, Southwest and Northwest Atlanta, with a particular focus on the Atlanta BeltLine overlay (the area located approx. .5 mile from the Beltline).

In addition to its focus on the support of Black enterprise development, AWBI advances additional community wealth building strategies including access to capital and equitable finance, anchor procurement and market access, workforce and land use/real estate. Through a mix of collaborative funding approaches, AWBI deploys resources that test exciting wealth building models, leverage and pool public and private resources, and contribute to restorative policies and practices. AWBI is committed to providing more than \$1,200,000 in grants and loans to nonprofits and small businesses located in and/or serving a low-income census tract to pilot ground-breaking community wealth building strategies and technical assistance. We achieve these objectives through the following strategic priorities:

- **LEAD:** Advance New Ideas Through Thought Leadership
- **BUILD:** Activate People Through Movement Building
- **INVEST:** Deploy Capital Through Strategic Investments

Position Overview

The AWBI board and Executive Director (ED) are seeking a mission-focused, seasoned, strategic, and process-minded leader who will lead all internal facets of the organization, allowing the ED to focus on external components including

fundraising, public relations, partnerships, and strategy development. The ideal candidate will have a background and/or working knowledge in the areas of community wealth building, economic development and/or racial equity with experience leading organizations, large departments/units and projects of significance.

Responsibilities

Reporting to the ED, the COO will lead all internal operations and will have the following responsibilities:

- **Organizational Leadership and Strategic Planning**
 - Works in partnership with the ED to develop and implement AWBI's strategic plan and establish new processes and approaches to achieve it;
 - Serves as the internal leader of the organization, managing three (3) direct reports including operations and program staff;
 - Leads the performance management/evaluation process that measures and evaluates progress against goals for the organization;
 - Provides for all staff a strong day-to-day leadership presence;
 - Partners with the ED in essential internal organization leadership activities (human resources, administration, and organizational planning.)

- **Finance, Technology, and Human Resources**
 - Manages all operations/administrative processes; ensures that administrative data is accurate and timely and follows organizational policies and procedures;
 - Oversees human resources function including training, development, employee relations, compensation and benefits, performance evaluation and recruiting;
 - Provides ongoing assessment of technology infrastructure and financial systems that support the growth of the organization;
 - Works with ED to determine staffing levels that best support effective program delivery;
 - Cultivate AWBI's core values of inclusion, collaboration, innovation, courage, impact and sustainability within the organization.

- **Facilities and Property**
 - Manages lease agreement and negotiation for AWBI's office space located at the Russell Center for Innovation and Entrepreneurship (RCIE);
 - Develops and communicates policies regarding office space, equipment standards, upkeep, usage and maintenance; monitors adherence to those policies and standards by staff and partner organizations. Plans utilization of administrative office space to meet the organization's growing or changing needs.

- Coordinates all in kind donations and communicates appropriate use of in kind resources;
 - Collaborate with ED and Operations Manager to place and manage liability and property and insurance programs; oversees incident reporting and claims processing.
- **Fund Development/Management and Fiscal Stewardship**
 - Collaborates with ED and Operations Manager to monitor organizational budget, develop strategies to control expenditures and achieve a balanced budget;
 - Analyzes operations needs in conjunction with ED and staff, develops budget that supports those needs, monitors budget and reports variances in revenue and expenditures;
 - Drives changes in budget and collaborates with ED and staff to develop contingency plans required to balance;
 - Manage all systems for reporting, measuring and supporting revenue generation;
- **Board and Governance**
 - Participates in and reports on operations at quarterly board of directors meetings as well as committee meetings, as required
 - Assists the board in setting strategic direction for AWBI, formulating policy, and developing annual work plans to achieve organizational goals;
 - Work with the board of directors to oversee and evaluate programs, projects and work plan initiatives.
- **Partnership/Relationship Management, Communication & Community Engagement**
 - Work in conjunction with the ED to cultivate working relationships with stakeholders, including business and the nonprofit, philanthropic, civic and faith-based sectors;
 - Represent AWBI as a thought leader in the community wealth building field and as the face of the organization, along with the ED.
 - Collaborate and cultivate relationships with other national, regional and local entities with long-term vested interests in economic development and community wealth building
- **Procurement**
 - Oversees procurement function and activities.
 - Works with ED and Operations Manager to define procurement goals and objectives.

Key Qualifications

The successful candidate must believe in the core values of AWBI and be driven by the organization's mission. The candidate should demonstrate a passion for breaking new ground to lead social change. The COO will possess experience, knowledge and competencies in the following areas:

- **Community Wealth Building, Racial Equity and Economic Inclusion** - Must champion awareness of issues pertaining to economic development, community wealth building and racial equity. The COO will support ED's efforts to execute programming and partnerships around community wealth building strategies including enterprise development, anchor procurement, financing, land use and workforce strategies.
- **Leadership Skills and Acumen** - Should have exceptional capacity for managing and leading people; a team builder who has experience in scaling up organizations; ability to connect staff both on an individual level and in large groups; capacity to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- **Results Driven** - Candidate should have a proven track record of exceeding goals and a bottom-line orientation; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.
- **Strategic Vision and Agility** - Ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- **Capacity Building** - Ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- **Action Oriented** - Enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- **General Management** - Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- **Educational Background** - Undergraduate degree required; MBA or similar advanced degree desired

Compensation

AWBI is prepared to offer a very attractive compensation package, including a competitive base salary as well as health, 401(k), and vacation benefits. Salary will be commensurate with market and candidate's experience level.

To suggest a prospect, please email HR@atlantawealthbuilding.org.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.