



## Chief Operating Officer

Location: Remote/33 N. Dearborn, Chicago IL

Supervised by: Executive Director

Supervises: People and Operations Coordinator

Status: Full-Time, Exempt

Date revised: December 26<sup>th</sup>, 2022

**Reports to:** Executive Director

**Location:** Chicago, IL area, hybrid working schedule in place

**Hours:** Full-time (40-hour per week) work environment.

**Salary:** The post offers competitive salary of \$90,000-105,000, based on experience.

**Work Permits:** The candidate must have the ability to legally work in the USA.

Responsibilities

### Strategy, Vision & Leadership

- Advise the Executive Director and Board of Directors and other key members of the Leadership Team on financial planning, budgeting, cash flow, people operations and the development and implementation of policies and procedures.
- Create internal ways of working that enable The Network:Advocating Against Domestic Violence to scale effectively and efficiently.
- Serve as the finance liaison to the Board of Directors Finance Committee.
- Contribute to the development of the organizations' strategic plan and overall management.
- Represent the organization externally, as necessary, including with financial institutions, funders, and auditors.

### Finance

- Lead annual budgeting and planning process; forecast liquidity and monitor cash flow.
- Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations, Leadership Team, and the Board of Directors.
- Manage external accountants; ensure financial record systems are in accordance with GAAP standards and all accounts are reconciled.
- Support the Executive Director in developing and implementing policies to allow senior staff to make relevant budgetary decisions within their portfolios.
- Oversee the annual external audit of the financial statements and necessary tax filings.

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Contribute to the organization's fund-raising efforts through budget development and compliance support.

## People Operations

- Manage and direct the work of the human resources function within the operations team.
- Further develop human resources to meet the needs of a growing organization, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting; ensure that recruiting processes are equitable, consistent, and streamlined.
- Oversee the development of a comprehensive on-boarding and ongoing training program to educate employees regarding organizational culture and practices, staff tools, policies, and procedures.
- Evaluate and oversee all benefits negotiations with providers, ensuring policies are as closely aligned with organizational values as possible.
- Develop and implement agency-wide systems, policies and procedures that ensure compliance with best practices, grant requirements and employment law.
- Support professional development opportunities for staff.

## Business Operations

- In collaboration with external IT firm, oversee the IT systems and procedures for the organization; ensure technology is being used fully and strategically to improve business functions; ensure IT systems meet best practices for legal and funder requirements.
- Support grant and contract applications through practical and administrative support.
- Implement a robust contracts and grant management, compliance, and reporting system.
- Coordinate and collaborate with all teams to support knowledge dissemination, reporting, and communications to external stakeholders.
- Oversee approvals of all grants, vendor, consultant, and employment agreements for the organization; negotiate any changes, as needed.
- Oversee all liability and insurance matters; ensure all liability policies are in compliance with state and federal laws and adequate to mitigate organizational risk.
- Identify, assess, and inform the Executive Director of internal and external issues that impact the organization, including but not limited to the areas of finance, legal, 501(c)(3) status, and organization culture.



## Qualifications

- A minimum of five years in a senior leadership position at a 501(c)(3) organization with a strong track record in non-profit management, operations, finance or other business-related field.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Proven experience in managing complex partnerships.
- Self-reliant and entrepreneurial team player with excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills; ability to operate as an effective tactical as well as big picture strategic thinker.
- Strong interpersonal and team building skills, excellent written and oral communication, and presentation skills.
- Strong and inclusive leadership and management qualities. A collaborative, warm, consensual leadership style.
- High level of integrity, transparency, and problem-solving capacity.
- Cultural competency and demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds.
- Experience effectively supervising and motivating a high-performing team working in a hybrid environment
- Committed to upholding The Network's values.
- Experience working with survivors is desirable.
- University degree, or relevant experience, in business, management, finance or related field is required.
- Must be fluent in both verbal and written English. Other language skills, particularly Spanish, are desirable but not required.

## Compensation

Salary for this position is \$90,000-105,000, based on experience

How to Apply:

Please submit resume and cover letter to:

[apyron@the-network.org](mailto:apyron@the-network.org)

with the subject line: "first name, last name – Chief Operating Officer"

No phone calls please.

People of Color, LGBTQIAA+ individuals, immigrants and survivors are strongly encouraged to apply.

*The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and*



*conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.*