



Chief Operating Officer

The Durham Children's Initiative (DCI) is committed to improving outcomes for children, families and youth living in Durham. Our long-term vision is to have all youth affiliated with DCI successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and youth extending from birth through college and career. DCI collaborates with over 40 local organizations and community members who share our vision to provide these needed resources and supports to families, children, and youth in Durham.

The Chief Operating Officer (COO) is to be a mission-focused, seasoned, strategic, and process-minded leader with experience linking strategy to implementation, leading a management team, and developing a performance culture among a group of diverse, talented individuals. The COO must also be a leader who is able to help others at DCI deliver measurable, cost-effective results that make the vision a reality. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retains the creative spark that drives outcomes for DCI families, children, and youth.

The COO must thrive in an entrepreneurial, nonprofit environment that requires significant autonomy, appropriate decision-making skill sets, assessment strategies and attention to detail. This position must work creatively to maximize and leverage limited resources and external services.

RESPONSIBILITIES

Primary Scope of Work: Reporting to the CEO, the COO will lead internal operations and will have the following responsibilities:

- Working in partnership with the Board, CEO, and senior leadership, create the strategic five-year plan and implement new processes and approaches to achieve it
- Operations and Finance, including Technology, Human Resources and Internal Communications
 - Maintain accounting and finance systems
 - Work with external accounting and audit firms
 - Cultivate the culture and values of DCI within the organization
 - Instill a human capital development and “coaching” culture within DCI; review, identify and address human resources needs focused on: training, development, compensation and benefits, employee relations, performance evaluation and recruiting
 - Develop a system that provides the organization with quick access to financial information and enables strategic budgeting
 - Supervise Business and Administrative Coordinator
 - Collaborate with Durham Public Schools
- Support Development/Fundraising/Volunteer Strategy:

- Support the Vice President of Partnership, Evaluation, and Development in aspects including proposal preparation and granting writing, budgeting, development, and implementation of systems for reporting, measurement and supporting revenue generation
- Serve as the internal leader of the organization:
 - Coordinate the annual operations plan and budget
 - Lead the performance management process that measures and evaluates progress against goals for the organization
 - Provide for all staff a strong day-to-day leadership presence
- Co-lead and manage the organization's Directors and team leads, who have the following responsibilities:
 - Community Engagement Program Development and Implementation
 - Ensure good project management practices are utilized for all programs and projects
 - Ensure planning calendar is developed and leveraged
 - Academic Success and oversight of academic support staff
 - Ensure development of robust curriculum for all age groups
 - Support the academic partnerships with Durham Public Schools, onsite school visits and attending partner meetings
 - Support the management, training and oversight of the DCI advocates
 - Oversight of LEAP Preschool Academy: management of Preschool manager and support of the running, enrollment and oversight of the LEAP Pre-school academy
- Work with the board of directors: present to the board at quarterly meetings and serve on several board committees

MINIMUM QUALIFICATIONS

As a prerequisite, the COO must believe in the core values of DCI and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change and a willingness to go above and beyond. The COO must have proven experience in scaling a future multi-site organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, and diverse team.

The COO must have management experience with a nonprofit organization. As noted, this is an organization driven by the values of its people, so experience in managing a "values-driven" organization will be highly prized. Additional requirements are:

- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; 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; demonstrate fluidity between big picture and implementation
- Capacity Building-ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Leadership and Organization-exceptional capacity for managing and leading people; understanding of a large bureaucracy; 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

- Action Oriented-enjoys working hard and looks for challenges; problem-solver; 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 operations, 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

QUALIFICATIONS

- Bachelor's Degree required; MS/MA/MBA or similar advanced degree highly desired or equivalent in years of experience
- Bilingual English/Spanish strongly preferred

Benefits and Salary: The Chief Operating Officer (COO) is funded by DCI and will receive a comprehensive benefits package. Salary for this position is competitive and is commensurate with prior experience.

Anti-Discrimination Policy: DCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Commitment to Child Safeguarding: DCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children and youth will be trained on their duty to report as well as DCI's Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

Employee Acknowledgment: The job description is intended to provide an overview of the requirements of the position. It is not all-inclusive. DCI may require other functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

How to Apply: Applications will be reviewed immediately. Applicants should send cover letter, resume, and three references by email to David Reese, CEO (please indicate COO application in the subject line)

David.Reese@dci-nc.org