

# Chief Operating Officer

Girls for Gender Equity

## The Details

**Location:** Hybrid role based in Brooklyn, NY

**Start Date:** August 2022

**Salary Range:** \$140,000 + Benefits

**Reports To:** President & Chief Executive Officer

## The Opportunity

The Chief Operating Officer (COO) position is a leadership role intentionally designed to build the capacity of our Executive Team, and oversees the Finance, Operations and HR teams, which includes Accounting Department, Operations Department and HR Department. The COO will provide strategic leadership and daily management of organizational finance, systems, and will be responsible for ensuring that GGE has the internal systems and infrastructure in place to support our teams and enable the organization to continue growing in alignment with the President & CEO's vision. At the same time, the COO will be a crucial steward of organizational development and strategy.

## Your Day-to-Day

### 40% - Financial Management

The COO will lead GGE's financial strategy, ensuring short and long-term sustainability and alignment to the organization's mission and goals. The COO will direct the development and implementation of short-term and long-term fiscal planning including annual budgeting and multi-year forecasting, ensuring the highest levels of fiscal responsibility. They will optimize GGE's finance and compliance systems and implement policies and systems that model best practices in each of these areas. They will oversee compliance with city, state and federal regulations as related to organizational operations and reporting requirements. They will lead ongoing efforts to increase financial literacy across the organization to promote effective budget management and develop internal leadership.

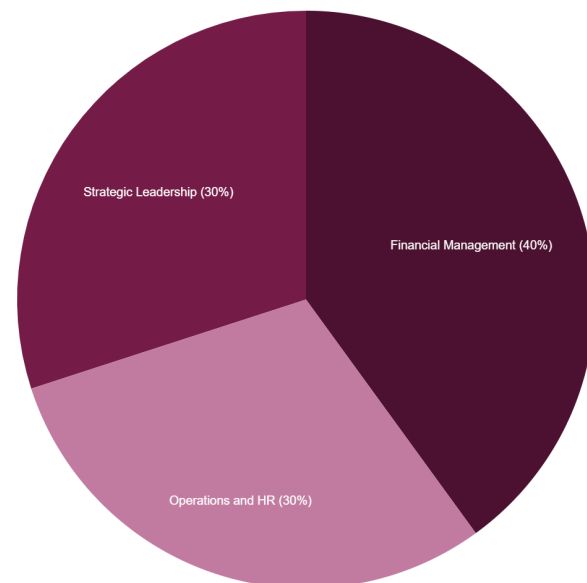
### 30% - Strategic Leadership

In partnership with the C-Suite, the COO will serve as a trusted advisor to the President & CEO, ensuring that her strategic vision is successfully operationalized across GGE. The COO will demonstrate competency in strategic planning and business development. This role will ensure effective planning, communication of priority issues and projects and promote organizational growth and sustainability. The COO will lead and implement initiatives on best practices in organizational management, performance management, and leadership development.

### 30% - Operations and HR

The COO will work collaboratively with GGE's leadership team to promote overall organizational effectiveness. They will also lead, mentor, hold accountable and supervise a team of Finance, Operations and HR professionals.

The COO owns the vision and accountability for the annual performance of the organization's Finance, Operations and HR teams ensuring they are aligned with GGE's strategic priorities. The COO will identify opportunities for improved operational processes and implement increased standardization across GGE with an eye toward continuous process



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improvement. They will ensure the necessary technology, security protocols, and office infrastructure are in place to support GGE's teams and safeguard data security.

## The Skills You'll Need

Success in the Chief Operating Officer role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes and experiences:

- Senior management experience working cross-functionally across finance, operations, and IT in complex organizations;
- The COO will support the HR department
- Demonstrated expertise in managing organizational financial activity and systems, including budgeting, building staff competency to own organizational and program budgets; multi-year forecasting, financial modeling, accounting, and reporting
- Proven ability to navigate complex nonprofit compliance and risk management issues;
- A strategic, analytical, and tactical thinker, with a record of success implementing strategic goals and priorities across an organization;
- Comfort working in a highly collaborative, consensus-driven environment that values open communication and transparency
- Demonstrated passion for managing, developing, and coaching diverse teams; prioritizes building authentic and respectful relationships with all colleagues within an organization
- Confidence and capability to adapt and lead in a fast-paced, changing environment while also navigating ambiguity and change inherent to a fast-paced, evolving organization
- Effective and persuasive communicator, both oral and written, with exceptional emotional intelligence and interpersonal skills
- Possesses unquestionable personal and professional integrity, unwavering commitment to equity, and a growth mindset
- Innovative, creative, and willing to think outside of the box to develop solutions that meet GGE's unique needs and support our high-performing team.
- Committed to advancing GGE's mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Able to implement vision, think strategically, exercise good judgment, and lead change;
- Initiative-taker with a strong work ethic and efficient, results-oriented approach; and
- High level of self-awareness and ability to give and receive feedback well.

## The People

In this role you will report to the President and CEO. The Chief Operating Officer also works closely with the Executive Team and manages the Operations and Institutional Advancement teams.

## The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender

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non-conforming/non-binary (GNCNB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

## The Next Steps

If you are interested in this role, please visit Girls for Gender Equity's [Join the Team](#) website and apply via JazzHR. Applications will be reviewed on a rolling basis, with a preferred start date of August 2022.

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GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.