



Careers In Nonprofits is a full-service staffing firm in Chicago & Washington, D.C., that works exclusively with the nonprofit sector. We are searching for individuals who are self motivated, dedicated, and enjoy working independently. Job opportunities range from entry-level to executive positions.

We are currently in search of a Chief Operations Officer, which is a unique and exciting opportunity for the right candidate. If you or a friend is interested in pursuing this opportunity, please submit a resume to eschelle@carrersinnonprofits.com.

Organization: International Foundation

Location: Washington, DC

Position Title: Chief Operations Officer

Salary: \$130,000 - \$ 150,000/year

Summary:

This is a permanent position for an organization seeking a candidate to supervise its financial management, auditing, contracting, procurement, human resources and IT systems.

Candidates should have exceptional communication and interpersonal skills, be able to work in Spanish and/or French, and experience managing systems that support program managers and implementation of USAID-funded projects.

This position supports large field offices in Colombia, Haiti and other countries and requires some travel there to supervise compliance with the organizations policies and donor regulations.

Qualified candidates should have a prior successful track record serving as a Senior NGO Operations Director with a nonprofit with \$50 million in annual expenditures.

Essential Skills and Education/Experience:

- 15-20 years of experience, with strong background in NGO financial management
- USAID experience
- Bilingual Spanish and/or French
- Proficient in Great Plains accounting system
- Strong work ethic, entrepreneurial, "hands on" problem solver
- Experience with World Bank and other donor projects is very helpful