



POSITION DESCRIPTION



EXECUTIVE VICE PRESIDENT & CHIEF OPERATING OFFICER

ORGANIZATION

The Council on Foundations, a \$22M nonprofit membership association, represents 2,000+ foundations globally and over 80% of foundation assets (\$300B) in the U.S. The Council provides the opportunity, leadership, and tools needed by philanthropic organizations to expand, enhance, and sustain their ability to advance the common good. Members range from large institutions (Ford, Gates, Casey, and Packard) to family, independent, international and community foundations. The Council aspires to be the “Vision and the Voice” of philanthropy, specifically representing philanthropic interests in Washington D.C., and serving as the primary networking hub for philanthropic leaders.

For more information, please visit <http://www.cof.org>.

POSITION

Reporting to the President and Chief Executive Officer, the Executive Vice President and Chief Operating Officer (COO) will oversee a team of seven direct reports:

1. Vice Presidents, Finance & Administration
2. Senior Vice President & General Counsel
3. Vice President Member Services
4. Vice President Communications & Marketing
5. Assistant Vice President, Partnership & Strategy
6. Assistant Vice President, Diversity and Inclusive Practices
7. Executive Office Coordinator



The COO directs, administers and coordinates the activities of the Council on Foundations in accordance with policies, goals and objectives established by the Board of Directors and the President. The general duties of the COO include leadership and oversight of day-to-day operations; hiring and supervision of senior managers; coordination of the strategic planning process; development of the annual operating plan and budget; assessment and reporting of organizational performance against plan, and such other duties, including external relations, assigned by the President.

The Executive Vice President/COO shall serve as a member of the Executive Office of the Council. Working with the President/CEO and other members of the Executive Office, he or she shall provide overall leadership for the organization. In the absence of the President/CEO, the Executive Vice President/COO shall serve as the organization leader for the Council.

Essential Functions

- Provides leadership and oversight for all operational functions.
- Leads in the development and implementation of the strategic and business plans.
- Leads the development of the annual budget and operating plan that fully supports the Council's strategic and financial goals, business model and core values.
- Develops, establishes, and directs execution of operating policies to support overall company policies and objectives.
- Develops and reports on key metrics tied to the financial and strategic objectives of the Council.
- Builds and sustains a high performance management team and quality staff using effective leadership practices, techniques and performance management.
- Ensures that all program activities operate consistently and ethically within the mission and values of the Council.

RESPONSIBILITIES

Strategic Leadership and Vision

- Work creatively and strategically with the senior management team to ensure the Council works with purpose, vitality, and relevancy in the field of philanthropy.
- Work closely with the Vice Presidents to become knowledgeable about the mission and services of each unit; solicit and recognize opportunities to assist them in development, implementation, resource utilization or organizational coordination necessary to achieve desired results.
- Sustain the implementation of the strategic planning process to ensure its use as a guide to business planning, linking mission and goals concretely to daily operations.



- Lead the development of a culture that fosters inter-departmental communication and cohesiveness. Facilitate cross-departmental collaboration and strengthen internal communications with staff across divisions; promote a multi-cultural work environment that supports consistency in services and best practices.
- Ensure that each of the Council's members is well served without creating an overly competitive culture between the groups.
- Listen to, as well as mentor and coach, the senior management team.
- Recommend the annual operational budget to the CEO and Board of Directors for review and approval; manages effectively within this budget, and reports accurately on progress made and challenges encountered.

Operational Management

- Strengthens existing or creates new operational systems that support responsive, cost effective member services and philanthropic leadership for the sector by leveraging contemporary information technology, enhancing employee training and development, and/or introducing member/client and organizational performance survey tools and measurement standards.
- Elevates synergy throughout the organization by enhancing team building, team morale, collaboration, individual and team accountability and empowerment of staff.
- Attracts, develops, and retains high-performance team members, empowering them to elevate their level of responsibility, span of control and performance.
- Guides and directs senior management in the implementation of operating plans; regularly appraises and evaluates the results of overall operations including programs and services, and reports results to the President/CEO.
- Maintains clarity and unity of purpose across the organization; ensure efficient resource utilization in light of competing and sometimes conflicting demands from the field; and bolster pride in service, internal as well as external.
- Operates with consideration of financial resources and constraint; have a keen understanding of financial accountability.
- Contributes to the creation of and manages against annual budgets and staffing plans. Monitors staff performance and departmental goal attainment.

QUALIFICATIONS

The winning candidate will be a seasoned executive with significant experience and proven track record in leading change initiatives demanding both strategic and cultural shifts with the following competencies and skills:



- A high degree of awareness of the value and purpose of organized philanthropy and of the culture and mission of not-for-profit organizations.
- Thorough understanding of finance, ability to create and implement effective economic/business models in anticipation of and in response to client/member needs.
- The agility and inclination to advance complex projects and solve problems generally in a collaborative mode, coupled with the willingness to act authoritatively when necessary.
- A style with colleagues and staff that is honest, direct and decisive as well as collegial and personally approachable.
- Outstanding leadership and management skills with strong ability to drive change.
- Strong analytic skills, sound judgment and a keen sense of diplomacy and discretion.
- Ability to manage and advance multiple tasks and responsibilities at the same time.
- Strong relationship builder and communicator with experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging philanthropic partners, and partnering with a CEO and board of directors.
- The maturity and confidence to operate at the most senior level, comfortable in the spotlight, yet content to ensure the visibility and success of others from behind the scene.
- High level of integrity and responsibility; commitment to values of mutual respect, team work, diversity and support for employees.
- Proficiency in MS Office software applications.
- Must be available and willing to travel and with such frequency as the employer determines is necessary or desirable to meet its business needs.
- Intellectually independent, can collaborate and differ with CEO as necessary.
- Commitment to/passion for nonprofit mission as evidenced by work experience or volunteer (i.e. board) experience.
- Exceptional management skills; effective management of highly involved stakeholders and a strong commitment to developing, recruiting and retaining team members; the foresight and ability to delegate accordingly, and the ability to enhance the effectiveness of the organization as a whole.
- Is successful in forming and maintaining productive collaborations, and in developing consensus among diverse groups while addressing competing needs.
- Decisive leadership skills and executive presence; ability to interact effectively with and earn the trust of varying levels of staff and Boards.
- Balances “big picture thinking” with attention to detail; curiosity and commitment to continuous learning.
- Excellent verbal and written communication skills.



- B.A. degree or advanced degree plus 15 years' experience in an executive level capacity directing both administration and program agenda for a service-driven membership organization; or equivalent combination of education and experience.
- Experience in the dynamics of membership organizations and philanthropy, preferred.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and use hands to keyboard and write. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. The employee is required to travel out of town on occasion.

APPLICATION PROCESS

The Council on Foundation requests that all inquiries, nominations and applications be directed to The Dubrof Group at COF@dubrof.com. If interested please email your resume in WORD to and indicate in your cover letter where you learned of the opportunity.

The Council on Foundations is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.