

Job Announcement

**District of Columbia College Access Program
Vice President and Chief Operating Officer
(Washington, DC)**

(December 2010)

The District of Columbia College Access Program has retained Slesinger Management Services to recruit a person with strong financial and administrative management skills to serve as vice president and chief operating officer. The VP & COO will oversee the organization's financial management, use of information technology, human resources management, logistics of key meetings and special events, and other internal operations.

Applications will be accepted until this search is completed.

The Organization

The District of Columbia College Access Program (DC-CAP) is a nonprofit organization whose mission is to increase the number of Washington, DC, high school students who enter and graduate from college. Specifically, DC-CAP helps students who might otherwise not have the opportunity to attend and graduate from college by providing counseling to high school students (at 41 DC public and charter high schools), college information resource centers, college application assistance, financial aid assistance, parent education about the college application process, support services for students once they're in college to insure that they will graduate, and scholarships to help defray the expense of attending college.

Since beginning operations in 1999 and working in partnership with the DC Public Schools System, DC-CAP has succeeded in increasing the number of high school students attending college. In 1999, only 30 percent of high school graduates went to college; by 2009, that figure had increased to 58 percent. In its first ten years of operation, DC-CAP provided over 11,000 scholarships totaling \$21 million. In addition its staff has provided direct counseling to more than 40,000 high school students and parents.

DC-CAP currently has a staff of 40 and a budget of \$7 million. About half of the budget finances scholarships; the other half finances its counseling and other programs. Revenue comes from foundations, corporations, and individuals, as well as investment income from an endowment currently worth \$50 million.

DC-CAP is governed by a board of directors made up primarily of business and foundation leaders from the Washington, DC, metropolitan area, along with the Mayor and the superintendent of DC Public Schools. The board chairman, who was instrumental in launching DC-CAP, is Donald Graham, chairman of The Washington Post Company.

To learn more about DC-CAP, please see www.DCCAP.org.

The Position and its Principal Responsibilities

Reporting to Argelia Rodriquez, DC-CAP's founding president and CEO, the chief operating officer will serve as the organization's financial and administrative director, overseeing the organization's accounting and financial management, information technology, human resources administration, and office management.

The vice president and chief operating officer will be responsible for:

1. Coordinating the development of an annual operating plan.
2. Creating and tracking the annual operating budget and cash flow.
3. Managing financial operations, which includes overseeing the bookkeeping, preparation of monthly financial reports for the senior staff and board, and systems to track expenditures against project grants and create financial reports to donors.
4. Promoting the effective use of information technology, including management of the computer network, and key software such as the DC-CAP database.
5. Directing human resources management, including the administration of employee benefits.
6. Overseeing office management, including procurement of equipment and supplies, office space, and relations with vendors.
7. Managing the logistics for periodic events such as board meetings and fundraising events.
8. Supervising a controller and several administrative staff.

Desired Skills, Experience, and Characteristics

As the person leading the financial and administrative management of DC-CAP, the VP & COO should be:

1. Deeply committed to the mission of DC-CAP, including an understanding and empathy for the challenges that many DC public school students face in completing high school and then entering and graduating from college.
2. Highly proficient in financial management, including able to produce and analyze financial information related to the operations of the organization.
3. Eager to take advantage of emerging information technology to improve internal operations and strengthen communication with key stakeholders including participating students, high schools, and colleges.
4. Familiar with human resources and office management.
5. A good strategist, able to identify new opportunities and then craft ways to realize them.
6. Willing to take a hands-on approach to the job given the since the financial and administrative side of the organization is thinly-staffed.
7. Capable of providing effective supervision and leadership to staff who will report to the COO.
8. Able to manage and guide outside contractors who may be needed to bring more technical expertise in areas such as accounting and financial reporting, human resources, and information technology.
9. Interested in being part of the senior management team of a young and growing organization. The senior management team includes the president and CEO, the vice president for programs, and this VP/COO.

Desired Experience

The ideal vice president and chief operating officer will have at least seven years of broad-based senior financial and administrative management experience, ideally at organizations (nonprofit, for-profit, or public sector) that have budgets greater than \$5 million.

Compensation

Salary will be commensurate with experience and qualifications.

To Apply

Please **e-mail** 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO
Slesinger Management Services
301-320-0680

E-mail: Larry@SlesingerManagement.com

(please include "DC-CAP" in subject line; attached files in Microsoft Word or PDF only)

(This job announcement can also be found at www.SlesingerManagement.com.)

DC-CAP is an Equal Opportunity Employer.