

Position Description

Millennium Promise

Chief Administrative Officer

Organization: Vision, Mission and History

The Millennium Promise (MP) vision is the end of extreme poverty in our lifetime. Millennium Promise aspires to help end extreme poverty and is mobilizing a growing alliance of public, private and nonprofit partners who share its commitment to sustainable development and scaling-up effective ideas. The organization's mission is to help achieve the Millennium Development Goals by 2015. It focuses on innovation, advocacy and a practical, holistic, community-based approach to global problem-solving.

Millennium Promise was co-founded in 2005 by philanthropist and business leader Ray Chambers and the eminent economist Jeffrey D. Sachs to advance the global agenda in meeting the basic needs of the world's poorest people. Since its launch, Millennium Promise has seen tremendous success in using a holistic and scalable approach to implement high-impact initiatives to fulfill its mission. These include:

Launching the Millennium Villages project: Currently reaching 500,000 people in rural villages across sub-Saharan Africa, this ground-breaking project demonstrating that the MDGs are accessible and achievable, through collaboration with the Earth Institute at Columbia University and the United Nations Development Program.

Improving smallholder agriculture and supporting agribusiness: Helping farmers increase crop yields, manage climatic challenges and develop sustainable businesses.

Fighting malaria: At the White House in December 2006, Millennium Promise launched Malaria No More, an organization that now leads a major global advocacy, engagement and implementation campaign for malaria control across Africa.

Developing dynamic partnerships: Partnerships with UNAIDS, the World Food Program and scores of high-profile corporate partners are several examples of the coordinated effort to fight poverty, hunger and disease.

Advocating on behalf of those without a voice: Providing advice to governments and policy makers on how to tackle the integrated challenges of extreme poverty.

For additional information regarding Millennium Promise, please refer to their informative website at www.millenniumpromise.org.

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Position

Reporting to the CEO, the Chief Administrative Officer (CAO) will be a foundational member of a high performance executive team. This position will provide world-class execution in building and overseeing systems across the finance, human resources and information technology functional groups. Direct reports to this position will be the Director of Finance, Director of Human Resources and Director of Information Technology. The CAO will work as a business partner to the CEO and other members of the senior management team to ensure that the infrastructural process and systems resources necessary to deliver on the Millennium Promise global mission and to drive sustainable, world-changing impact are solidly in place and effectively deployed. The CAO will also lead the annual budget planning process and be accountable for the reporting on key processes and deliverables to the board and funders. To be clear, this role is about building, executing, and leading. This organization is characterized by a very hands-on, action-oriented culture where everyone rolls up their sleeves to achieve results. As such, the CAO will be responsible for building and managing the necessary systems and infrastructure that will span seamlessly from rural villages in Africa, to regional offices in African capital cities, to New York headquarters, and finally to a series of affiliate offices in several industrialized countries.

Primary responsibilities will include:

Identify what is needed to build financial, human resource, and IT systems, working collaboratively with senior colleagues across continents to identify and articulate their needs such that systems and procedures relevant to them are built, deployed and effectively managed.

Pursue constant improvement and integrity of the processes once they are implemented.

Lead and mentor senior functional leaders in finance, human resources and information technology so that they have the tools and resources needed to partner efficiently with Millennium Promise leaders, managers, employees and collaborators around the world. The CAO will be responsible for the goal setting, management, professional development, performance reviews, compensation administration, and hiring for these areas.

In concert with the Director of Finance, ensure that the organization's financial systems, budgets, and management reporting processes are built and managed to support the organization's growth and properly reflect its evolving impact model.

In concert with the Director of HR, articulate, build and drive a tailored, forward-facing human capital strategy to build a long-term talent pipeline; mentor the human resources team to align the following activities to evolving organizational needs: training, professional development, compensation and benefits, performance evaluation, succession planning and recruiting.

In concert with the Director of Information Technology, develop the systems and procedures necessary to drive and expand efficient operations across countries and cultures and to deliver

the cogent management information necessary to ensure informed, timely decision-making locally, regionally and globally.

Nurture the organization's culture, values and strengths, especially during this critical, rapid growth period.

Travel to, and participate in. on-site processes and activities across Africa.

Qualifications

The successful candidate will have at least a masters degree and must have at least fifteen years of operating management experience in well-regarded, fast-paced organizations where the need to operate in developing country environments, ideally Africa, was core to the mission. No stranger to operating in a complex multi-stakeholder environment with a natural sense of urgency, s/he will arrive with the judgment and instincts that come from experience and will have demonstrated the ability to build efficient, mission-focused organizations.

Additional qualifications include:

The ability to think laterally and to synthesize complexity, make informed decisions in ambiguous, uncertain situations and develop strategic alternatives that accurately identify possible outcomes and risks. Has demonstrable experience in creating and driving the analytic framework necessary for planning and leading organizational integration in a highly entrepreneurial environment.

Excellent people skills, with an ability to coach a dynamic team on getting to the next level.

Sensitive to a strong organizational culture. Demonstrated ability to build and maintain inclusive relationships with a wide array of people across cultures and continents – junior and senior, for-profit and nonprofit, scientific and operational, public and private sector and from diverse backgrounds.

Experience in financial management, ideally as a CFO/Treasurer/Comptroller and minimally as someone who managed a financial function successfully.

Possesses a CFA and/or strong financial management experience and comparable credentials

Skills should include strategic planning and organizational development, as well as a track record of success in developing and monitoring systems to manage an operational environment requiring high levels of collaboration and cultural sensitivity.

Flexible and able to multi-task. Can work within an ambiguous fast-moving environment while also being a force that drives toward clarity and solutions.

Demonstrated resourcefulness in setting priorities and guiding investment in people, processes and systems.

Personal Behaviors/Qualities

The ability to understand issues at the 'nuts and bolts' level while also keeping wider approaches/ideas in line with the greater strategic purpose.

The gravitas and confidence to work effectively with very senior officials in a variety of cultures and to interact productively with the MP board and funders. Possesses the humility and genuine personal style that enables him/her to interact seamlessly at all levels of the organization.

The natural ability to navigate across a range of issues and to understand the interdependencies that exist.

Exhibits the passion and tenacity to tackle really big, tough issues. Fully understands that activity is not to be mistaken for results and achievement.

Demonstrates the ability to work successfully across cultures while modeling the diplomacy and sensitivity necessary to be successful within Millennium Promise.

Thrives in a performance driven, results oriented culture and is not afraid to question norms and challenge others in an effort to improve the quality of decisions.

Embraces personal accountability and expects the same from others. Unafraid to tackle tasks outside their own job description when the greater good is at stake and things simply need to get done.

Sees things through and understands big challenges require equally big efforts.

Knows when to exhibit diplomacy and listening and when to be firm and resolute.

Able to foster the credibility and trust that will allow the CEO to know the operational aspects of the organization are in capable hands.

Millennium Promise is an equal opportunity employer and encourages candidates of all backgrounds to apply for this position. The Bridgespan Group, a nonprofit organization, serves diverse organizations and is committed to building high-performing teams that mirror the communities we serve.

Interested applicants may apply by submitting a cover letter and resume in WORD to millenniumpromise@bridgespan.org.