Chief of Staff & Operations

ColorOfChange.org exists to strengthen Black America’s political voice. Our goal is to empower our members - Black Americans and our allies - to make government more responsive to the concerns of Black Americans and to bring about positive political and social change for everyone.

ColorofChange.org (COC) is an inclusive, dynamic non-profit, bi-coastal (NY & Oakland) organization with an innovative approach to campaign advocacy that has steadily increased its growth and impact in the US Civil Rights and Social Justice movement. Using the Internet, we enable our over 90k members to speak in unison, with an amplified political voice. COC is looking for a seasoned, strategic, and process-minded leader with experience collaborating with others to deliver measurable, cost-effective results that make it’s vision a reality. While it is essential the Chief of Staff & Operation (CSO) bring efficiency and effective systems to increase the impact of this rapid response organization, it is equally critical the team retain the creative energetic spark that drives ColorofChange.org.

Through a respectful, constructive and energetic style, the CSO provides the leadership, management and vision necessary to ensure that the organization has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure it’s financial strength and operating efficiency. This position is based in New York City.

**Strategic Planning/Communications**

- Collaborate with the Executive Director to create a strategic plan and implement approaches to achieve it.
- Ensure highly productive and efficient day-to-day functioning and management of the operational initiatives and priorities.
- Responsible for the development of strategic goals and objectives to ensure systemic alignment of the development, program and functional departments within the organization.
- Maintain effective lines of communications, keeping the executive director fully informed of all critical issues.
- Champion a spirit of collaborative and open communications across all organizational departments and operations to bridge multiple sites and ensure efficiency.
- Develop, track and communicate metrics that reflect COC’s progress in meeting organizational goals.
- Working closely with the development team, create comprehensive development strategy & implementation plan designed to meet COC’s current and future program needs.

**Development/Fundraising**

- Working closely with the executive director, responsible for leading and implementing COC’s development & fundraising efforts.
- Provide counsel on the development of major funding proposals, contracts, position descriptions and other matters that directly impact COC’s ability to fulfill its mission.

**Operations (HR, Finance & IT)**

- Work closely with the Finance Director and other members of management team on budgeting, financial planning, cash flow and monitoring budget to ensure optimal allocation of financial and staff resources.
• Monitor operational & IT processes and lead change management efforts where necessary to improve process efficiency.
• Prepare Board materials for each Board meeting, facilitating between several contributors across organization
• Responsible for the supervision of staff, including managing COC’s performance management process and organizational and staff development efforts. Building upon the strengths and capacity COC’s team.
• Manage working relationships with external partners/vendors & consultants; including unsolicited requests for meetings with Executive Director.
• Working with the Finance Director, manage and oversee the Human Resource function including:
  o Oversee recruitment and applicant tracking, compliance, performance management, leave management, compensation, reporting, and benefits statements.
  o Counsel staff members individually on HR matters where necessary.

Key Qualifications:

As a prerequisite, the successful candidate must believe in the core values of ColorofChange.org, and be driven by its mission.

• Bachelors degree required, MBA, MPA or other relevant advanced degrees desirable.
• Extensive experience with social justice advocacy and social media campaigning practices
• 10 + years of extensive non-profit management and leadership experience with a proven track record of successfully managing multiple priorities in a rapidly changing work environment.
• Solid written, verbal and interpersonal communicator.
• Internally motivated, self-starter; inspires others to participate
• Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical initiatives
• A hands-on leader who thrives at conceptualizing and growing internal systems
• An ability to creatively lead organizational transformation projects & change management programs
• Solid financial and analytical skills
• Unwavering commitment to quality programs and data-driven program evaluation.
• Recognizes and fosters adult learning practices & opportunities as needed.

Salary is commensurate with education and experience. ColorofChange.org also offers a competitive benefits package including healthcare, 401k, and vacation.

TO APPLY: ColorofChange.org is an equal opportunity employer. For consideration please send your resume, cover letter and compensation requirements to info@inpartnership.com