

Job Description

Title:	Chief Operating Officer	Full-Time/ Part-Time:	Full-Time
Department	Senior Leadership	Hourly/ Salary:	Salary
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:	Administrative	FLSA Classification:	Exempt

Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary:

Reporting to the President and Executive Director and serving as an integral member of the senior management team, the COO will be responsible for the development of Stanley M. Isaacs Neighborhood Center's (Isaacs Center's) financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the COO will be charged with developing and implementing more sophisticated policies and procedures both in the finance and general operational realms. The Isaacs Center has a budget of approximately \$9.5 million with incremental growth over the past several years. The successful business model relies primarily on diverse federal, state, and local grants and contracts as well as significant foundation funding and unrestricted individual support.

This is an outstanding opportunity for an entrepreneurial non-profit leader with operational experience and a proven track record of creative problem-solving and change management to join in a mission-driven organization. The COO will ultimately be responsible for a three to four-person finance department, including a Controller, as well as HR, IT and Facilities. The COO will be expected to report to Board/Board Committees on the financial position of the organization, and the progress made toward the achievement of short-and-long term goals.

Qualifications:

- Master's in business administration or public administration preferred;
- Minimum of 10 years of experience in a senior management role, ideally with both external audit and in-house financial management experience, gained in a high-growth organization;
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills;
- Strong managerial, mentoring, and coaching experience to a team with diverse levels of expertise;
- Ability to multitask and collaborate with members of all levels of the organization, with ease and efficiency;
- Ability to be self-reliant, energetic, flexible, collaborative, and proactive;
- Ability to positively and productively impact both strategic and tactical finance and administration initiatives;
- Strong written and oral communication skills, particularly regarding organizational and financial strategy;
- Track record of successful strategic decision making and sound organizational judgment.

Administration/Infrastructure Development

- In partnership with the Executive Director, execute on the identified strategic priorities/goals of the Isaacs Center;
- Work with the Executive Director to pace and drive overall administrative development, strengthening administrative processes and functions across the organization;
- Build a strong administrative infrastructure, effectively linking the Finance, Human Resources, and IT/Facilities departments;
- Promote a culture of high performance, inclusivity, and continuous improvement that values learning and a commitment to quality;
- Ensure that all staff members receive timely and appropriate training and professional development;
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance evaluations, and administer salary adjustments;
- Mentor and develop staff using a supportive and collaborative approach.

Finance

- Provide strategic direction to the Executive Director and the Board, to ensure the organization's short and long term financial health and sustainability;
- Oversee Controller and fiscal staff to ensure responsibilities are clear and short/long term projects are completed;
- Oversee the production of FY organizational and program budgets and forecasts, in alignment with financial goals and priorities, as determined in partnership with the executive leadership team;
- Oversee cash management, banking relationships, and relevant reporting to ensure cash needs are met, and ebbs and flows are tracked;
- Oversee the organization's annual fiscal audit, including ensuring audit schedules are current and maintained over the course of the year;
- Develop a short and long term fiscal model for the organization, that ensures its sustainability over time;
- Work regularly with program managers to collaboratively develop and monitor strategic goals and priorities;
- Effectively communicate with Members of the Board to articulate the organization's financial position, and ramifications of short and long-term decisions;
- Work with the Investment Committee of the Board to monitor portfolio performance, spending rate, and use of reserves;
- Work regularly with Development Department to monitor and maximize revenue from grants and contracts;
- Define and produce timely and accurate financial reports as a basis for organizational analysis and decision making.

Human Resources

- Oversee HR function of the organization including oversight of HR Manager;
- Determine what additional HR capacity is necessary to meet challenges of growing staff, including part-time staff;
- Review and propose necessary changes to salary structure of organization to determine if standardization is necessary;
- Review and propose necessary changes to employee fringe benefits, as needed;

- Review performance evaluation process to ensure organizational and program goals are being met;
- Identify and execute strategic HR goals and plans.

Information Technology and Facilities

- Ensure that Isaacs Center programs and the environments in which these programs operate are safe, comfortable, and engaging, and meet all compliance and safety standard as put forth by all associated regulatory bodies (local, state, and federal);
- Oversee and provide organizational context to Facilities Manager, working to develop and improve look and feel of all Isaacs Center sites;
- Oversee vendor management, office administration, space planning and disaster planning;
- Oversee all Information technology functions including external vendors;
- Work closely with IT personnel to create a technology strategy that is in alignment with organizational priorities;
- Research and develop tools and resources to leverage technological systems.

Salary and Benefits

Competitive and commensurate with experience. The Isaacs Center offers benefits packages that include four weeks of paid vacation in the first year for full-time employees, sick leave, and health insurance. The Isaacs Center is committed to staff training and development.

How to Apply

Please send your resume and cover letter to HR@isaacscenter.org. Qualified applicants will be contacted. No phone calls please.

The Isaacs Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Diversity is a fundamental strength of the Isaacs Center.