



**Charlotte Area Fund, Inc.
Mecklenburg County's Community Action Agency
Chief Operating Officer Position**

Charlotte Area Fund is seeking a Chief Operating Officer for a dynamic leadership opportunity at one of the nation's first community action agencies established in 1963 funded through the Community Service Block Grant to eradicate poverty and provide economic self-sufficiency for families in North Carolina.

The Position

The Chief Operating Officer (COO) executes Charlotte Area Fund's anti-poverty mission, vision, and priorities by planning and directing all aspects of the organization's operational policies, objectives, and initiatives. The COO directs and organizes team members to carry out the core operational work of the agency. The COO works with senior leaders, team members, board members, funders, contractors, volunteers, and vendors to advance the organization's culture, set and monitor defined performance objectives and standards, and conduct continuous feedback and coaching. As a member of the executive team, the COO reports to the President and CEO, providing inspiring and creative leadership, advancing Charlotte Area Fund's role as a premiere community action agency, empowering economic self-sufficiency in region.

The "Ideal" candidate will have following competencies:

- A passion to eliminate barriers to poverty and empower individuals and communities to achieve economic self-sufficiency through systemic community-based action.
- Successful track record working with senior management teams, directing service and support staff.
- Strong business acumen, organizational awareness, and ability to listen and influence to build consensus and facilitate collaboration and problem solving.
- Proficiency in best practice nonprofit finance and accounting practices, including cost allocation and financial reporting frameworks.
- Exceptional communication and project management skills able to foster and champion innovative ideas and solutions.

Specific Duties and Responsibilities (Including but not limited to):

- Responsible for day-to-day operational excellence of CAF mission, goals, and priorities across all programs, services, and internal operations, including guiding following functional areas: Finance/Accounting, Human Resources, Programs, Operations and Facilities.
- Develops and establishes operating policies consistent with President and CEO's overall policies and objectives and ensures their systematic execution and regularly evaluate outcomes.
- Prepares information reports, briefings, etc. for the President & CEO on operational matters and performance issues and makes improvement recommendations.

- Assists in developing multi-year strategy into actions, timelines, goals, budgets, data analysis, and measurable outcomes.
- Promotes a team approach to delivering high quality cost efficient, client services and ensure process ownership and improved outcomes are the primary goals.
- Leads the performance management process that measures and evaluates programs and services progress against goals for the organization.
- Provides guidance, monitoring, and performance assessment of strategic partnerships (MOU/ Contracted Partners).
- Ensures that all activities and operations are performed in compliance with local, state and federal regulations and laws governing business operations including CSBG and NC CARES compliance reporting.
- Promotes inclusive and equitable practices and fosters a high-performing culture of accountability and safety for staff, clients, and stakeholders.
- Works closely with CEO to research, scope, and scale potential new funding opportunities to pilot innovative programs and initiatives.
- Serves as a liaison to Board of Directors: provides staff leadership to Board committees as assigned.

Qualifications

- Minimum of seven (7) years leadership experience managing teams in a social impact organization or similar non-profit, ideally leading complex decisions for operational functions.
- Bachelor's degree in Business Administration, Finance, or related field is required. Master's Degree preferred.
- A passion for the mission of empowering low-income individuals and families to become economically self-sufficient.
- Experience leading inclusive, collaborative strategic and or annual planning processes and in producing single and multi-year budgets
- Strong project management skills that effectively plans and executes long term, complex plans.
- A strong business acumen and communication skills.
- Proficient with Microsoft Office suite, willingness to learn new technologies /applications for organizational efficiency.

Benefits

- CAF offers a comprehensive benefits package, including medical, dental, vision, life, accident, short- and long-term disability insurances, 401k with auto-contribution and match.
- 15 days of PTO during the first year of hire.
- Salary for this position is \$60,000- \$80,000 per year based on education and experience.

CAF values diversity in the workforce and encourages diverse candidates and those with experience supporting diverse client and customer base to apply. Pre-employment drug screening is required. Selected applicant will be subject of a Criminal History Record Check. For more information on Charlotte Area Fund visit: www.charlotteareafund.org. CAF is an equal opportunity employer regarding disability under VEVRRA and ADA.