



Job Title: Chief Operating Officer

Reports to: CEO

Status: Full-time, exempt position

About the Organization

Hunger Free Colorado, a statewide nonprofit organization founded in 2009, connects families and individuals to food resources and fuels change in systems, policies, and social views, so no Coloradan goes hungry. As the state's leading anti-hunger advocacy organization, Hunger Free Colorado works to provide systems change from the federal to the local level by using the tools of policy, coalition building, collaborative programming, targeted awareness and process measurements to create innovative solutions to end hunger in Colorado.

Job Summary

Hunger Free Colorado is looking for a mission driven person to serve in the newly created role of Chief Operating Officer (COO). The COO will work collaboratively with the CEO and Board of Directors in leading the transformation of Hunger Free Colorado to a mature organization delivering on its long term, ambitious vision of ending hunger in our state. We are looking for an individual who understands the importance of motivated staff, strong infrastructure, financial management and metric-tracking to support powerful mission-focused impact. We are also looking for someone who strongly values relationships and whose approach embodies our core values of nutrition, innovation, partnership, community and equity.

Principal Duties and Responsibilities

Provide oversight of Hunger Free Colorado's budget and finance, operations, human resources, information technology, contract management, and data/metric-tracking to ensure organizational strategies are efficiently and effectively implemented.

General

- Provide leadership in developing organizational plans with the CEO, the Board of Directors and staff
- Supervise and support manager-level staff in IT, Operations and Human Resources, and Finance, including conducting annual performance evaluations
- Carry out workplans, strategic initiatives, policies and procedures in collaboration with supervised staff and department directors
- Build and maintain partnerships with public and private entities that we have contractual relationships with, while pursuing additional relationships that can strengthen our work

Finance

- Oversee the financial status of the organization including developing and monitoring budgets, and ensuring sound financial controls are in place

- Set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the programs and the ability of the staff to innovate for expanded impact
- Provide oversight to all accounting functions including payroll, cash management, bank reconciliations, investment accounts, preparation of financial statements, accounts payable, accounts receivable, contractor accounts and corporate insurance accounts
- Review monthly journal entry reports, payroll reports, budget variances and forecasts
- Oversee development of bi-monthly financial reports to the Board of Directors
- Coordinate the organization's annual audits and work closely with auditors to ensure sound financial practices are maintained and reported back to Board of Directors
- Ensure that tax returns are filed timely and accurately
- Work collaboratively with department directors to develop budgets, communicate budget variances, draft grant budgets, and conduct contract and grant reviews to ensure compliance with funder expectations
- Resolve accounting discrepancies
- Ensure financial records are maintained in compliance with nonprofit industry accepted accounting practices
- Work in partnership with the Treasurer of the Board of Directors

Human Resources

- Propel staff success through building a high functioning, motivated and diverse team to accomplish our mission and strategic plan
- Oversee the development and implementation of human resources policies, procedures and systems consistent with current best practices in the field
- Oversee management of (and updates to) the employee handbook
- Oversee benefits management and make recommendations to CEO for enhancing our organization's employee benefits package
- Ensure consistent staff understanding of available human resources and how to access benefits
- Oversee and enhance the process for onboarding new staff
- Support various efforts to promote strong employee morale, including ensuring an inclusive and welcoming workplace
- Provide training and oversight of leadership staff to ensure compliance with all state, local and federal employment laws, as well as best practices in leading staff
- Ensure employee files are established and include all required documentation

- Ensure background checks are completed and various employment agreements are in place
- Be available to conduct various meetings between staff, including facilitating conflict resolution meetings when needed

Operations

- Secure bids for annual renewals for health, life, dental, vision insurance, as well as business insurance, directors and officers insurance, etc. to ensure best rates for the organization
- Oversee the relationship with building management and the maintenance of office facilities
- Ensure maintenance of systems such as phones, printers and other office equipment
- Oversee contract management with various operational vendors
- Provide all-staff communications and updates on various operational concerns

IT

- Oversee maintenance and use of all information technology, both hardware and software, to ensure organizational needs are met
- Support successful integration and utilization of Salesforce by all departments to ensure robust and effective data management
- Support (or develop as needed) systems of metric-tracking to ensure that each department and the organization as a whole can effectively track impact
- Ensure strong and beneficial relationships with IT service providers
- Recommend improvements to IT infrastructure and processes to better support the organization's impact strategies

Qualifications & Attributes

- Passion for ending hunger and an understanding of the intersection between programs and public policy
- Bachelor's degree from an accredited four-year university required; an advanced degree highly desirable
- Minimum of 5 years of management experience supervising multiple reports; 8+ years of management experience preferred
- Demonstrated understanding of nonprofit accounting standards, generally accepted accounting procedures, fund accounting, investment strategies, and business and administrative practices in the nonprofit sector
- Solid understanding of software applications such as QuickBooks and Microsoft Suite, with preferred knowledge of Salesforce and other CRM systems

- Proven ability to guide high-level strategy development and implementation
- A persuasive negotiator who's able to achieve consensus amongst differing opinions
- Commitment to inclusiveness, diversity and equity
- Ability to work effectively with people from diverse backgrounds
- Strong organizational skills, including the ability to handle multiple priorities and deadlines
- Keen analytic and problem-solving skills which support and enable sound decision-making
- Strong interpersonal communication skills which include transparency, humor and a high degree of emotional intelligence
- Ability to lead and thrive in a team environment
- Experience with engaging relevant stakeholders in an organization's vision including donors, community members, policy makers and program recipients
- Valid driver's license and access to reliable vehicle is necessary

Work Environment

- Ability to work in a variety of office and community settings
- Willingness to work a varied schedule beyond core office hours, including some evening and weekend commitments
- Ability to lift 25 pounds

Salary and Benefits

Starting salary of \$100,000-\$110,000 per year, depending on qualifications. Hunger Free Colorado offers an exceptional benefits package include health, dental, vision insurance coverage with a generous subsidy for health insurance premiums, life, short-term disability and ADD insurance provided at no charge, flexible spending accounts, employee assistance program, paid vacation, sick leave and personal time, as well as 8 federal holidays and two additional paid floating holidays.

Hunger Free Colorado is an equal opportunity employer. We are committed to creating a diverse and equitable work environment and we strongly encourage applications from people of color, women, members of the LGBTQ community, people with disabilities, veterans and people of diverse national origin and religion.

To apply: Please send a resume and cover letter demonstrating your qualifications as a single document titled "LAST NAME_FIRST NAME_Chief Operating Officer" to hr@hungerfreecolorado.org by 5:00 pm on 5/15/19.