
UNITED WAY OF NORTHERN NEW JERSEY

Chief Operating Officer

Overview

United Way of Northern New Jersey is seeking a Chief Operating Officer to support its work to achieve racial and financial equity for those individuals and families struggling to make ends meet, including ALICE® (Asset Limited, Income Constrained, Employed) and those in poverty.

United Way of Northern New Jersey is one of 1,800 United Ways around the world. Each United Way is an independent entity that serves a specific community. This United Way serves a five-county region including Morris, Somerset, Suburban Essex, Sussex, and Warren counties.

United Way raises funds and invests in solutions that positively impact the people in our community. We're investing in ALICE's future in the workplace, at home, and across the community.

Broad Function/Purpose:

The Chief Operating Officer (COO) role is a key member of the Executive Leadership, reporting to the Chief Executive Officer (CEO). The COO will support and contribute to the vision and mission as outlined by the CEO and Board of Trustees. The goals of the COO position are to:

- Ensure effective and efficient operational management of the organization, including human resources, finance, grant reporting, audit compliance, information systems and facilities.
- Promote and ensure a diverse, equitable and inclusive culture.

Responsibilities and Essential Functions:

- Serve as an organizational leader and thought partner by keeping our organizational values, mission and theory of change always front of mind.
- Build an inclusive and anti-racist organizational culture and create the systems to institutionalize this and all our other core values.
- Serve as co-lead for the internal staff culture team.
- Oversee and support operations of the business operations team, ensuring efficient operation in the areas of finance, audit, HR, benefits, hiring, board reporting, and facilities administration.
- Provide oversight on revenue and expense tracking, program spending, and fiscal monitoring of \$10M annual budget.
- Create a grant compliance and reporting system in concert with the Equity and Innovation team Leader.
- Lead and manage the human resource's function including recruitment, on boarding, retention, talent development, etc.
- Oversee the information systems vendor, including contract review, negotiation of new master service agreements, and oversight of managed service providers.
- Work closely with the senior leadership and the staff equity workstream to create and communicate policies and programs that promote a diverse, equitable, and inclusive work environment where team members of all identities feel a sense of belonging and value.



UnitedWayNNJ.org | @UnitedWayNNJ



United Way
of Northern New Jersey

This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.

-
- Assist with board development including recruitment, onboarding, stewardship and overall management of the Board of Trustees. This includes attending meetings and assisting with planning and documentation. Provide staff support for the Board Investment, Audit, and Finance Committees.
 - Review of all organizational contracts for events, partnerships, etc.
 - Monitor and enforce procurement policies and vendor management.
 - As a member of the Executive Team, represent the organization at key functions including, among others, fundraisers, and stakeholder events.
 - Help lead, in partnership with the other Executive Team members, strategic planning, goals and metrics tracking, and overall organizational transformation efforts.

Qualifications:

- Strong experience with business functions such as Finance, Human Resources, Grant Management (Federal, State and Local), and vendor management
- Demonstrate competency in strategic planning and development
- Proven experience in project management planning and execution
- Strong experience with strategic/annual planning
- Working knowledge of information systems and business infrastructure
- Outstanding organizational and leadership abilities
- Excellent interpersonal, written, and verbal communication, and public speaking skills
- Experience with Board management and Senior volunteer leadership
- Aptitude in decision-making and problem-solving
- 8-10 years' experience of senior management in finance, operations, and leadership
- Bachelor's degree in business, human resources, management, or master's degree in a related field

Job Type:

- 35 hrs. per week

Compensation

- \$125,000 base salary
- Benefits: Health, Vision, Dental, 401k, 401k match, Paid Holidays and Paid Time Off (PTO)

Work Environment:

- This job function uses standard office equipment, such as computers, phones, printer, and photocopiers
- Hybrid: Primarily remote, some office meetings with staff, board volunteers, vendors, and donors

Submit resume and cover letter to: Kiran.Gaudioso@UnitedWayNNJ.org



This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



United Way
of Northern New Jersey