

TITLE

Vice President and Chief Operating Officer (COO), HandsOn Jacksonville, Inc. (HOJ)

COMPENSATION

- Salary will be commensurate with selectee's education, experience and qualifications, as well as our organization's salary structure and salary survey site, Payscale.
- Benefits, including vacation and personal time, health and life insurance, employer-matched 403B retirement plan, and organizational culture are generous.

AUTHORITY

- Reports to, and is directly responsible to, the president and chief executive officer (CEO).
- Supports the CEO in fulfilling board relationship responsibilities, including agenda preparation and provision of information needed for fact-based decisions and policy formulation by the board.
- Attends all board meetings, as well as appropriate executive and committee meetings, based on guidance from the CEO.
- Assumes authority in the CEO's absence for the administration of all responsibilities of the organization, ensuring that HOJ resources continue to be aligned, deployed, and empowered for effective implementation and continuity of strategic, operating, and fund development plans.

FUNCTION

- Following guidance and concurrence by the CEO, implements board and staff policies, rules, regulations, and procedures to fulfill all lawful requirements, board directives, and organizational directives.
- Following guidance and concurrence by the CEO, directs and monitors activities of program, administrative, and support staff in their assignments and duties.
- Reports daily, or as directed, to the CEO regarding progress toward achieving organizational and programmatic objectives, financial sustainability, and the implementation of financial and resource development plans and initiatives.
- Works effectively with all stakeholders, including professional and volunteer staff, volunteer board members, donors and funders, nonprofit partners, business partners, government partners, elected officials, and the community at large in fulfilling the organization's mission.

ACCOUNTABILITIES

Strategic Planning

- Assists the CEO in leading and challenging the organization regularly in the area of strategic thinking and planning for the purposes of delivering on targets and taking advantage of market opportunities; helps ensure appropriate planning, measurements and adjustments as necessary.
- Assists in driving the organization in the area of fund development to ensure a strong foundation on which the organization can deliver upon its mission; works with

all stakeholders to continually identify new, innovative, and reliable revenue resources.

- Assists in establishing goals for all areas of the organization, both people and programs, and measures accordingly to ensure that resources are being deployed effectively.

Visioning and Alignment

- Participates in the creation and reiteration of the HOJ organizational vision and mission statements.
- Develops programs and systems that work to accomplish the vision.
- Ensures linkage of the organization's vision and strategy to the operating plans.
- Assists staff and volunteers to help represent HOJ and shares a passion for serving the community.

Leadership

- Works collaboratively with staff, board, internal committees and task forces, as well as relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities.
- Encourages team-building by facilitating open communication and positive working relationships with staff.
- Helps establish internal controls and follow-up mechanisms for the organization.

Program, Product and Service Delivery

- Ensures programs and services meet policy and financial guidelines, and reflect CEO and board priorities.
- Supervises the implementation of organization programs and services and ensures that targeted results are delivered upon.
- Optimizes information and communication technology efficiencies to meet the organization's program and service delivery needs.
- Provides the CEO with regular, reliable, and comparable reports on the organization's progress.

Human Resources & Policy Management

- Administers day-to-day organizational operations, directing staff's implementation of policy.
- Monitors and updates employee policy and procedures manual in alignment with established policies and governing state and federal laws, particularly related to areas such as recruitment, selection, retention, termination, conflict of interest and workplace environment.
- Sets clear, results-oriented goals with staff, ensuring realistic and measurable outcomes.
- Assists individuals in developing the skills necessary to be successful within the organization.
- Maintains confidential personnel files, plus attendance and leave balance files.
- Administers and monitors employee benefits, including health, life and disability insurance, 403B retirement plan; and employee-elected supplemental insurance.

- Monitors bi-monthly payroll administered through third-party contractor.
- Prepares for Workers' Compensation audit (March timeframe).
- Oversees an effective employee performance review process.
- Fosters an environment of regular, appropriate, and constructive feedback.
- Oversees the recruitment, selection, orientation, and training of staff volunteers.

Financial Management

- Oversees prudent financial management and sustainable resource development that meets or exceeds goals and objectives outlined in the annual budget.
- Monitors and provides financial policy guidance to staff and volunteers in accordance with established and appropriate board/CEO guidelines regarding obligations, purchases, and expenditures.
- Supports CEO to ensure board is current regarding prudent financial management and on track with approved budget.
- Helps CEO and finance director in developing annual and midyear budgets.
- Attends board finance committee meetings.
- Is authorized to approve accounts payable and sign organizational checks, along with CEO or finance director.
- May sign contracts obligating the organization to financial transactions.
- Assists CEO and finance director with the annual audit of financial position.
- Ensures updating of organizational information with IRS, funders, vendors, and others.

Grant Development and Management

- Monitors and maintains recurring grant funding relationships and processes, including those with the HandsOn Network, the City of Jacksonville Public Service Grant Council (February/March), the United Way of Northeast Florida (January), and CFC/FSECC (March/April).
- Researches appropriate grant sources and prepares grants that are compatible with HOJ mission and vision; edit/monitor all out-going grant proposals that may be prepared by other staff.
- Monitors and adheres to accountability reporting for all grants, overseeing program and finance staff for appropriate input.
- Ensures program statistics are captured for reporting purposes.
- Prepares the Annual HandsOn Network Affiliate report (January).

Advocacy & Brand Management

- Promotes community awareness of the HOJ vision and mission.
- Participates in networking and community relations activities on behalf of the organization.
- Builds strong working relationships with others, both inside and outside the organization, and enlists their support for accomplishing tasks.
- Participate in public speaking opportunities on behalf of HOJ.
- Helps ensures effective positioning of the HOJ brand in the community, seeking to optimize its visibility.

EDUCATION

- Undergraduate degree is required, preferably in Nonprofit Organization Administration, Business Administration, or Public Administration or a similar discipline.
- Graduate degree in these fields preferred; post-graduate degree or coursework a plus.

EXPERIENCE AND PERSONAL QUALITIES

- A minimum of eight years of progressive executive level experience in nonprofit organization administration in an organization of similar or greater scope is preferable; comparable experience in a for-profit or government organization will be considered.
- Proven track record of leadership and organization development is required.
- Ability to work with financial statements and make decisions accordingly is required.
- Track record of helping to build and develop a team, work with senior staff leadership and a board of directors, communicate a vision, and lead and empower stakeholders to achieve desired results is required.
- Demonstrated success in results-driven initiatives in such areas as fund development, service delivery, and volunteer resource management.
- Demonstrated success in developing innovative solutions and effectively managing budgets, projects, programs, grants and relationships within an increasingly regulatory environment is required.
- A high degree of emotional intelligence is required, including self-awareness, self-regulation, motivation, empathy, and social skills.
- Strong communication skills—both written and oral—including the ability to perform public speaking engagements at the local and national level, is required.
- Strong grantsmanship skills—research, preparation, and monitoring—and proven track record of receipt of targets is required.
- Strong organizational skills and the ability to manage multiple tasks simultaneously is required.
- Ability to use Microsoft Office applications is required.

POINT OF CONTACT AND INSTRUCTIONS

- Only serious inquiries from well-qualified candidates are desired.
- Please use email only with your transmission letter and resume pasted into the basic email; we will not open attachments. Plain text formatting is acceptable.
- Please do not call our office to inquire about the position or to request confirmation of our receiving your email submission. If desired, use your email program's software to request an automated response. We will follow up only with applicants whose resumes are strong enough to warrant an interview.
- Please submit your transmission letter and resume with salary requirements to Dr. Judith A. M. Smith, President & CEO at hojresumes@gmail.com.