



***Education. Research. Collaboration. Creativity***

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## **Chief Operating Officer**

The [Human Impacts Institute](http://HumanImpactsInstitute.org) is currently seeking a **pro bono, volunteer** Chief Operating Officer (“COO”) for a 15-20 hour weekly commitment. The ideal candidate is interested in contributing their time to a growing organization and to have a role that extends beyond a Board Member to a hands-on business partner and advisor for the team.

### **Organization**

Founded in 2011, the Human Impacts Institute’s (HII) mission is to inspire you to transform environmental challenges into social action for a just and livable world. We envision a world in which communities are active agents of social and environmental change.

HII is currently expanding our programmatic reach and diversifying our audience and are looking for a business-savvy leader to collaborate with our Executive Director and Board during this strategic growth period. We are currently based in NYC and ideal candidates will be similarly located.

For more information, please visit [www.humanimpactsinstitute.org](http://www.humanimpactsinstitute.org)

### **Position**

Reporting to the Executive Director/CEO and Board President and serving as an integral member of the senior management team, the COO will be responsible for the development of the Human Impacts Institute’s financial management strategy and annual budget, while contributing to the development and implementation of the organization’s strategic goals..

This is an outstanding opportunity for a retired or available finance executive with operational experience and a proven track record of creative problem-solving and change management to join a high-growth, mission-driven organization. The candidate will be able to see his/her ideas and efforts come to fruition and affect positive change. In addition to a rewarding sense of purpose, the successful candidate will be surrounded by inspiring people both within the organization and with the countless other groups HII works with.

### **Responsibilities**

#### **Strategy, Vision and Leadership**

- Advise the ED, senior management and the board on financial planning, fundraising, budgeting, cash flow, and investment priorities.
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.

- Contribute to the development of HII's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the Board President and ED informed of all critical issues.
- Provide programmatic leadership and input for all strategic plan implementation processes with the ED and staff. Coach program directors as they implement the strategic plan and transition program operations.
- Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation, while ensuring that HII is adhering to the strategic plan, delivering status reports to the board.

### **Organizational Management**

- Oversee, direct, and organize the work of the finance and operations teams.
- Establish and monitor staff performance and development goals, set objectives, and establish priorities.
- Manage increasing segments of information technology with related internal communications and budgeting/finance duties.
- Alongside the Treasurer and accountant, prepare and submit an annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Ensure the continued financial viability of HII's operational units through sound fiscal management.
- Identify opportunities for HII to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.

### **Qualifications**

- Business or Accounting degree mandatory, a master's in business administration is preferred/Minimum BS/BA degree.
- Minimum 10 years experience in a senior management role ideally in strategy, program budgeting and financial management
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Excellence in organizational management with the ability to mentor and coach a team with diverse levels of expertise.
- Ability to leverage strengths across program areas; excellent project management skills
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Ability to point to specific examples of having led organizational transformation projects and program development.
- Past experience managing human resources function including personnel, compensation, and recruiting.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management.
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.

- Passion for HII's mission and impact.

**Think this is perfect for you? Apply today! Applications are accepted on a rolling basis and must include:**

- 1) An Introductory letter, which includes:
  - a) Why do you want to join our Crew?
  - b) Why are you the best person for this position?
  - c) What are your passions, special skills, and experiences that you will bring to the team?
  - d) What visions you have for strengthening our work?
- 2) A current resumé
- 3) One writing sample (ideally funding or strategy document)
- 4) Three reference contacts

Please send your application to [info@humanimpactsinstitute.org](mailto:info@humanimpactsinstitute.org) Applicants will be reviewed upon receipt and you will be notified if we are interested in interviewing you.