

Job Posting: Chief Operating Officer

The Institute for the Study and Practice of Nonviolence

Background

The Institute for the Study and Practice of Nonviolence seeks to teach by word and example the principles and practices of nonviolence, and to foster a community that addresses potentially violent situations with nonviolent solutions. The Institute has helped to significantly lower violent crimes in the City of Providence, particularly youth violence, and in 2006 was named a “best practice” by the U. S. Conference of Mayors. The institute has five core programs: Nonviolence Training, training adults and youth in nonviolence; the Streetworkers, an acclaimed intervention and outreach program; the Victim Support Center; Youth Program, and Juvenile & Adult Reentry.

Since its founding in 2000, the Institute has experienced remarkable organizational growth while generating meaningful impacts for youth and families in Rhode Island. Now, in its second decade of operations, The Institute seeks to focus and deepen its impact. The Institute seeks an experienced and creative administrator to address the need for optimal financial, administrative, and communications systems. This position offers the right individual an opportunity to substantively participate in the future of a vibrant organization with a critical mission.

General Description

The Chief Operating Officer reports to the Executive Director.

S/he must ensure that the organization sets clear work priorities and follows through; that systems are developed to ensure that programs are operated efficiently and effectively; that risks are controlled and financial health is safeguarded; and that systems, policies, and procedures are sound. The Institute is a fast-paced, diverse organization, dealing with complex challenges, through myriad partnerships, and with a thirst to innovate and improve outcomes in violence prevention through focused nonviolence tools deployed in preventions and interventions.

Areas of Responsibility

Administration:

- Assist the Executive Director in the development of policies, strategies, and work plans for the agency that are compatible with the Institute’s vision, mission, and capacity.
- Develop and maintain systems for effective and efficient internal communications.
- In consultation with the Executive Director, support supervision, hiring and evaluation of staff, through the work of the senior staff.
- Help to foster an atmosphere of harmony, respect, and productivity within the Institute
- Develop and maintain effective human resource policies and procedures.
- Introduce office systems and procedures designed to strengthen the agency and ensure efficient administrative work flows.
- Motivate and help to build staff skills, including designing and implementing a staff professional development strategy.

Financial Management and Fundraising:

- Oversee the preparation of the annual operating budget and assist the Executive Director in setting financial strategy for the organization.
- Analyze the cost and revenue performance of existing programs and evaluate the cost and revenue implications of potential new programs and projects.
- Ensure that appropriate policies and procedures are in place and followed to reduce risk to the organization.
- Oversee the production of clear and timely financial reports to the Board and to agency funders.
- Manage the fiduciary responsibilities related to Building Nonviolence, the LLC that holds the title to the Institute's facility
- Assist in the development of resource development strategy for the organization and ensure adequate administrative support for resource development efforts.

Supervisory responsibilities:

- Operations/administrative staff including the Operations Manager, Office Manager, and Director of Development report to the COO.

Program Development and Operations:

- Oversee the production of clear and timely program reports to the Board and to agency funders.
- Support and advise the Executive Director in managing the effectiveness and quality of the Institute's programs, including evaluation of program impacts and review of work processes to ensure productivity, efficiency, accountability and proper reporting.
- Operation of the Institute's building; ensure proper maintenance and sound financial performance of the building.
- Recommend partnerships or collaborations designed to enhance the Institute's programs.

Minimum Qualifications:

- Commitment to the Institute's mission and guiding principles.
- Bachelor's degree with at least 5 years of demonstrated organizational (or large agency departmental) leadership experience.
- Sound knowledge of business and nonprofit administration including strategic and operational planning, budget and financial management, and fundraising.
- Strong supervision and team building skills, including direct supervision of at least 3 people
- Management savvy and excellent problem solving skills.
- Demonstrated ability to form and manage partnerships and work collaboratively with diverse individuals and organizations.
- Outstanding oral and written skills in oral and written communication.

Desired additional qualifications:

- A graduate degree in public administration, business, non-profit management or other related field is preferred; work experience may substitute for a graduate degree.
- Knowledge of youth development and youth programs for at-risk youth is preferred.

Application requirements:

The application deadline is Friday, February 17, 2012. Due to the pace of the search, candidates are encouraged to apply as soon as possible. Applications should include a cover letter describing your interest and qualifications and a resume.

All materials must be submitted by e-mail and sent to Brock Leindecker at brock@nonviolenceinstitute.org. Please attach all documents (Microsoft Word or Adobe PDF preferred). Do not include materials in the body of the e-mail. In order to expedite the internal sorting and review process, please type your name (Last, First) as the only contents in the subject line of your e-mail. All recipients will receive an e-mail notification confirming receipt of materials. If you do not receive a confirmation within 48 hours, please call 401-785-2320.

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