

## Position Description

**Position Title:** Chief Operating Officer

**Location:** Remote

**Reports to:** Executive Director

**Status:** Full-time, Exempt

### Position Summary

IllumiNative is a dynamic, groundbreaking and rapidly growing organization that is chartering a next phase of ambitious, strategic growth that will enable the organization to significantly scale up its infrastructure, capacity, programming and impact. The organization seeks a highly skilled, passionate and innovative Chief Operations Officer ("COO") with a track record of transformational leadership results to oversee and manage: day-to-day operations, team development and IllumiNative's Advancement and Research | Evaluation Programs. The COO will also lead planning for strategic growth, financial management and will partner with the Executive Director and Chief Impact Officer on all major initiatives, including the development and implementation of our capital campaign over the next 3 years.

The COO will work in partnership with the Executive Director and Senior Leadership Team, to implement strategy and vision and build the IllumiNative organizational culture as we scale up infrastructure and staffing. The COO will work with Senior Leadership to meet IllumiNative goals by addressing key staffing, process and infrastructure challenges.

The COO will take IllumiNative's goals, priorities and strategic direction and translate them into day-to-day standard operating procedures that can create an organizational culture that promotes leadership, collaboration, high performance, and innovation that is grounded in our core Indigenous values including respect, reciprocity, accountability and community. The COO will provide strong and effective leadership by defining operational expectations, monitoring progress in achieving those expectations, providing a work environment supportive of organizational accomplishments and individual growth. The COO will provide oversight to hiring and evaluating employee annual performance, staff professional development and capacity building for IllumiNative.

The COO will be responsible for the development of IllumiNative's financial growth and management strategy and will contribute to the development and evaluation of the organization's strategic goals and impact. They will partner with the Executive Director, Senior Leadership and our financial analysts to prepare budgets, forecasts and monitor ongoing financial performance. In addition to the strategic components, the COO will be charged with developing and implementing more sophisticated policies and procedures both in the finance and general operational realms.

The COO will be key leader in developing, promoting and implementing processes and procedures that improve IllumiNative's performance, financial health and overall efficiency while also creating a healthy and balanced organizational culture for our staff, advisory board and partners.

This is an outstanding opportunity for a nonprofit executive with operational, financial management and development experience that has a proven track record of creative problem-solving and change management to join in an innovative, high-impact, mission-driven organization.

### **Organization Summary**

IllumiNative is a national, Native woman-led racial justice organization fiscally sponsored by New Venture Fund, a 501(c)3 public charity. Founded in 2018, IllumiNative's mission is to amplify contemporary Native voices, stories and issues to build power for Native peoples to advance justice, equity, and self-determination. IllumiNative works to transform how Americans and key institutions think about and engage with Native peoples in order to fight systemic racism and achieve transformational change for Native communities and future generations. Building power for Native peoples through representation and systems change is the frame, lens and goal of our work. Through interrelated programs of Research, Narrative Change + Impact, Pop Culture + Media, and Movement Building + Organizing, we amplify Native voices, stories, and issues across public platforms, activate support from diverse national audiences, and strengthen the influence and capacity of Native peoples to drive systems change. Each of these programs serves as foundational movement infrastructure to dismantle the systemic racism facing Native peoples and to build power and advance equity and justice for current and future generations.

### **Key Requirements of the Chief Operating Officer**

#### **Reporting Relationships**

The COO reports directly to the Executive Director. The Operations Manager and contractors, Director of Advancement and Research contractors report to the COO. The COO and Chief Impact Officer (CIO) are both members of the Executive Leadership Team and both report directly to the Executive Director.

#### **Organizational Leadership**

- Serve as key partner to the Executive Director and as a member of the Executive Leadership Team along with the CIO that both directly report to the Executive Director.
- Oversee and implement with the support of the Board, Executive Director and Senior Leadership, strategic and annual program and organizational development plans, integrating all aspects of the organization's work including programs, communications, development, and finance.
- Oversee all operations daily ensuring that all organizational operations are smooth and efficient.
- Establish productive working relationships between and among the Senior Leadership Team, Executive Director and the staff to ensure a healthy and high performing organizational culture and practice grounded in core Indigenous values.
- Partner with the Executive Director to identify opportunities, challenges and emerging issues faced by the organization. Work with Executive Leadership Team and staff to recognize internal and external opportunities, challenges and solutions and define and execute appropriate strategies to support them.
- Ensure ongoing excellence and alignment with IllumiNative's vision and mission in programs, communications, operations and fundraising.
- Partner with the Executive Director in effective management of the Board, including planning for and participating in regular Board meetings.
- As needed, serve as an ambassador and effective speaker for IllumiNative at both IllumiNative-led and select external events.

## Operations

- Working with the Executive Director and CIO, create, maintain, and/or oversee systems and processes to ensure effective management of the daily activities of program, operational and advancement staff and an organizational structure that supports the organization's goals.
- Oversee day-to-day operations.
- Supervise operations staff and contractors.
- Develop and implement organizational systems and policies that support organizational development and impact.
- Hiring, onboarding and training administrative and program staff.
- Development and oversight of contracts with vendors, including negotiating contracts and agreements with vendors.
- Serve as primary point of contact and liaison with New Venture Fund (NVF) to ensure that IllumiNative adheres to all NVF policies and procedures required under IllumiNative's fiscal sponsor and charter agreement.
- Liaising with the NVF HR and other departments.
- Develop and implement plans to upgrade organizational technology and systems to improve communications, data management, organization, efficiency and performance.

## Team Development/Management

- Build and cultivate a high-performing senior leadership team and staff as well as play an active role in attracting, retaining and developing high performing staff and leaders.
- Work with staff to develop systems to ensure consistent, high-quality project management.
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.
- Promote a culture of high performance and continuous improvement that values work/life balance, learning and a commitment to quality and Indigenous values.
- Mentor and develop staff using a supportive and collaborative approach on a consistent basis.
- In partnership with Senior Leadership, establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals.
- Work collaboratively with the senior management team to integrate cross program activities and functions.

## Finance

- Plan, coordinate, and execute the annual budget process in partnership with Executive Director, Senior Leadership and our financial analysts, meet budget goals, and monitor financial performance.
- Manage organizational budget and reporting.
- Partner with the Executive Director, NVF financial analysts and the Director of Advancement on budget management, tracking cash flow, financial projections, budget planning and financial reporting to donors.
- Provide oversight of processing of invoices and tracking payments to vendors.

## Advancement

- Oversee and manage the Director of Advancement and the creation of necessary infrastructure, staff development and activities for the Advancement Department that can successfully achieve major fundraising goals, revenue diversification and a pathway towards IllumiNative's long-term sustainability.

- Strongly support fundraising for the organization including supporting the Director of Advancement in creating an organizational culture and practice where all staff are contributing to and supporting fundraising and advancement.
- Be a strong partner with the Executive Director and CIO in ensuring strong organizational performance to meet ambitious fundraising and organizational development goals.
- Oversee and partner with the Executive Director, CIO, Director of Advancement and staff to develop and implement a 3-year capital campaign to significantly scale up IllumiNative's infrastructure, staffing, programs, and impact.
- Work closely with the Director of Advancement, the Advancement team and staff to ensure alignment of programs and funding opportunities with IllumiNative's plans for strategic growth and to support the involvement of program leaders in fundraising.

### Research | Evaluation

- Oversee in partnership with the Executive Director and CIO, Research and Evaluation projects, contractors and activities that includes the annual Indigenous Futures Survey and evaluation of IllumiNative program and organizational performance.
- Ensure that organizational development, key program strategies and project outcomes are evaluated and leveraged for maximum community and organizational impact.
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by IllumiNative's programs, research and evaluation.

### Education, Experience, Knowledge, Skills and Ability

- 3 to 5 years of successful senior leadership experience in operations at a social impact organization preferred.
- 5+ years of professional experience in a fast-paced and rapidly growing nonprofit environment.
- Deep understanding and commitment to social justice and Natives peoples
- Bachelor's Degree required ideally in Business Administration, Finance, Nonprofit Management or a related field; Master's degree preferred.
- Experience in leading organizations, teams and projects in a remote setting.
- Significant experience developing and leading teams and working as an effective team member that includes building consensus, optimism and confidence among staff.
- Significant experience in nonprofit financial management including developing annual and project budgets, monitoring, financial reporting, tracking cash flow and developing financial projections.
- Demonstrated experience working collaboratively to lead the integration of a complex organization and utilizing best practices in management to ensure shared success.
- Proven success leading a collaborative strategic planning process and ensuring its effective implementation.
- Strong staff management experience required, with the ability and interest to work closely with staff members to set and achieve individual and team goals.
- Outstanding analytical and strategic thinking skills, with a focus on results and impact
- Superior communication skills, both oral and written; ability to work effectively with people at all levels of the organization to create buy-in and a sense of team work.
- Strong initiative and motivation, with the ability to excel in a demanding and fast-paced environment.
- Experience with and/or knowledge of fundraising, philanthropy and sustainability issues.

- Ability to quickly understand and articulate IllumiNative's work and mission both internally and externally required.
- Ability to build partnerships, collaboration and effective communication with internal as well as external partners and other organizations.
- Commitment to producing high quality work against competing deadlines and strategic objectives.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for IllumiNative's mission and commitment to working collaboratively with a management team of senior professionals.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Self-reliant, good problem solver, results-oriented.
- Ability to make decisions in a changing environment and anticipate future needs.

All employees of NVF are required to complete timesheets.

#### **How to Apply**

Please send a resume, cover letter, and portfolio with relevant samples of your work to [lincoln@illuminatives.org](mailto:lincoln@illuminatives.org).

#### **Compensation and Benefits**

**Salary range:** \$100,000-\$130,000

#### **Benefits:**

*Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.*

#### **Hiring Statement**

IllumiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.