



Delores Barr Weaver Policy Center Position Description

Position Title: Chief Operating Officer (COO)

To apply, send resume and cover letter to careers@seethegirl.org, with subject line “Chief Operating Officer.”

Purpose of Position

The purpose of this position is to work with the President & CEO to develop, manage, and implement strategic objectives, key initiatives, and organizational operations. The COO is a trusted advisor to the CEO and senior leadership and ensures that the Policy Center has the appropriate operational controls, administrative and reporting procedures, and people systems in place to sustainably pursue the agency’s mission and uphold its values.

Essential Functions

- Oversees day-to-day operations of the Policy Center
- Establishes, monitors, and ensures adherence to policies and procedures related to personnel, finance, safety, and compliance matters that comply with all federal and state regulations and that reflect organizational values and culture.
- Provides President & CEO with ongoing analysis of agency performance and makes recommendations with regard to leadership priorities.
- Represents the President & CEO in their absence, when appropriate and necessary.
- Leads and implements strategic planning initiatives.
- Oversees internal and external communications.
- Supports organizational fundraising efforts, including but not limited to events and donor cultivation.
- Advises leadership team and supervisors on personnel issues including safety, security, employee relations, scheduling, training, grievances, etc.
- Works with information systems contractor to develop and implement an information systems program that ensures use of appropriate information systems technology in all areas.
- Procures, manages, and evaluates external vendors, in particular, information systems providers, insurance carriers, attorneys, and facilities managers.
- Works closely with staff, board, and consultants to manage agency budgets and ensures that appropriate financial controls are in place and being followed.
- Supervises staff. Ensures resources and training are available to staff and communicates expected areas of accountability and performance.
- Consults with legal counsel as appropriate, or as directed by the President & CEO, on personnel and compliance matters.
- Recommends, evaluates, and participates in staff development for the organization.
- Sets up board meetings, communicates with board members, maintains board meeting documentation, and ensures compliance with agency bylaws.

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Discretion
- Financial management
- Project management
- Technical capacity
- Human Resources Capacity
- Performance management

Supervisory Responsibility

This position will directly supervise staff assigned to the Operations Department. The individual in this position will also be responsible for managing independent contractors who provide services to the Policy Center.

Required Education and Experience

1. Bachelor's Degree
2. 8 years' related work experience

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

Master's degree. Experience in nonprofit leadership, human resources, finance, and/or grants management.

Work Environment/Physical Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work often requires employee engagement outside of traditional office hours, including evenings and weekends.

Travel

This position requires regular travel throughout the Jacksonville metro area and surrounding counties, and occasional travel throughout the state of Florida and nationally.

The individual who fills this position must have a valid driver's license and will be required to maintain personal auto liability insurance while employed with the Policy Center.

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.