

CHIEF OPERATING OFFICER

Job Description

The Role

The Chief Operating Officer reports directly to the CEO and is a member of Opportunity International's (OI Executive Leadership Team). The COO leads operations, providing day-to-day oversight and management of a team of approximately 30 staff. The COO will provide direction to Finance, Human Resources, Legal, IT, Compliance, OI Subsidiary Operations.

The COO will partner with the Chief Executive Officer (CEO) and the Executive Team, to lead the organization in achieving both smooth operations and consistent financial goals. The COO will provide long range strategic planning and integration and management of key strategic and operational functions across the organization.

This is an outstanding opportunity for a senior executive with a strong finance and operational background and a proven track record of creative problem-solving and change management to join a high growth, mission driven organization and set it up for long-term success.

The Chief Operating Officer will be a champion of Opportunity's Values, its Vision, Mission and Motivations to be a place where Good Samaritans of all stripes can gather to help build a better life for people living in poverty. This person will bring commitment, ideas, and energy to enable Opportunity's workforce to live out our values ~ Commitment, Humility, Respect, Integrity, Sustainability, and Transformation.

Key responsibilities of the role include, but are not limited to:

Strategy & Leadership

- Oversees the process for developing and monitoring Opportunity's 3-year strategic plan. Advise the CEO and other key members of senior management on financial planning, budgeting, funding and cash management, investment priorities, and policy matters related to the 3-year strategic plan.
- Lead the development of the annual business planning processes, organizational goals and objectives as well as the overall operational management of the organization.
- In partnership with the CEO, develop and execute strategic planning for Finance, IT and Human Resources to support the fundraising and program goals and activities of the organization.
- Represents the organization with external constituency groups, including government agencies and regulators, auditors, professional organizations, external rating agencies and public watch dog organizations, other international development agencies, partners and donors.
- Effectively communicate and present critical financial matters in board and governance related matters, as it relates to our parent, subsidiary and affiliate boards to the CEO.



- Serve as a key member of the executive leadership team, ensuring that the organization's values, mission and Christian motivation permeate all levels of the organization.
- Build commitment to change by influencing, creating a sense of urgency, personally embracing the need for change while being supportive and helping to reduce resistance to change through mentoring and facilitating actions that promote change.

Finance

- Oversee OI's Finance function, providing supervisory oversight to the Sr. VP, Finance.
- Serve as the senior staff support for the Finance, Risk & Audit, and Investment committees of the Opportunity US Board.
- Ensures the organization is compliant with all legal and fiduciary commitments; timeliness, accuracy, and usefulness of financial and other management/statutory reporting for federal funders, donors, and the Opportunity International Board of Directors.
- Knowledgeable in US and international finance and accounting principles (e.g., GAAP and IFRS accounting rules, nonprofit accounting, including fund and grant accounting, compliance and reporting).
- Responsible for satisfactory financial and project audits, including those for USAID expenditures, for the US organization and other owned entities.
- Oversee the annual budget process to develop annual budgets in support of the team's operating plans.

Operations

- Ensure that the organization has proper operational controls, processes and systems in place to effectively grow the organization and carry out its worldwide missional activities.
- Ensure operations of the organization are in compliance with national, state and local regulations in all jurisdictions where subsidiaries operate.
- Proactively stay informed of pending legislative and regulatory changes.
- Convene meetings with leaders from departments under direct supervision and co-leads the full leadership team with the CEO to ensure the organization is positively tracking with strategic goals and priorities and effectively manage the day-to-day operations of the organization.
- Collaborate with the CEO and leadership team in the development of policies and procedures.
- Oversee the process for developing and implementing policies and procedures across the organization.
- Responsible for all legal and financial documents for the organization.

Candidate Profile

Opportunity International US (Opportunity) is seeking an experienced, enthusiastic, and energetic leader who feels called to the mission of Opportunity. The ideal candidate will be an extraordinary leader of unquestioned personal and professional integrity, operational excellence, with demonstrated ability to lead complex domestic and international multi-country and multi-site operations, either in the nonprofit or commercial sectors while displaying approachable humility. The ideal candidate is already a C-level player with a proven track record of building and leading businesses and teams to provide long range strategic planning and integration and management of key strategic and back office operational functions. S/he will have led and managed finance, accounting and operational functions in international non-profit or financial services sectors (e.g., multinational corporations, banks, impact investors or regulators).

The ideal candidate will have experience working closely with a Board, CEO, staff, and other constituents and will have strong communication skills, both written and verbal, and the ability to represent the organization and its mission effectively to a diverse array of audiences. S/he will have the capacity to think strategically, operate and execute with excellence, and build teams, people and processes effortlessly.

The COO will be a warm, collaborative individual with the ability to quickly gain a real understanding of Opportunity's unique culture and mission; a proven ability to take a front-facing role to lead internally; and a readiness to be a key partner to the CEO, Board and executive leaders. Above all, the Chief Operating Officer will have unquestioned judgment and ethical standards and a demonstrated commitment to diversity and inclusion.

The following performance and personal competencies are required for the position:

Setting Strategy

- Quickly grasp the opportunities and challenges of Opportunity and the role.
- Strong analytical, financial and operational mindset that uses data to support thinking and decision-making.
- Flexibility to create nuanced plans and objectives that adapt to the situation and/or partners at hand, while creating an inspirational future for the organization as a whole.
- Demonstrated capacity to provide strategic advice and relationship management at the C-suite level.

Executing for Results

- Able to set clear and challenging goals while committing the teams to improved performance, tenacious and accountable in driving results.
- Capacity to set priorities and achieve goals, individually and for teams. Balances financial wisdom and prudence with innovation and calculated risk-taking.
- Significant experience in successfully leading multiple functional areas with complex financial and operational reporting and different legal structures/entities.
- Able to build genuine, productive relationships and use them strategically to further the goals of Opportunity.
- Able to empower and inspire others to think creatively about improved operational effectiveness.

Leading Teams

- Provide leadership that will challenge, inspire, and motivate the range of people involved in and with Opportunity locally, nationally, and globally.
- Lead cross-business services teams effectively.
- Operate at a senior general management level.
- Focus on getting results, building teams, developing culture and team spirit, partnering with peers, and managing CEO and board relationships effectively.
- Strong focus on building and managing day-to-day operations, processes, and platforms.
- Proven ability to recruit, mentor, lead, and develop a diverse staff, and a track record of building high-performing and loyal teams.
- A flexible, inclusive approach to leadership, which adjusts to different audiences and gives focus to colleagues' work.
- The personal inclination and professional ability to be a positive and unifying figure who can lead by influence and example to create an integrated development culture across Opportunity.
- A commitment to transparency and the ability to build trust and confidence among a wide group of colleagues.

Relationships and Influence

- Excellent communication and presentation skills. An effective, inspiring communicator who can consistently articulate Opportunity's mission clearly and compellingly and can adapt communication styles to varied audiences.
- Has demonstrably and consistently influenced others with their perspective; builds and preserves trust, agreement, confidence, and respect among various constituencies. An proven track record of working with multiple stakeholders.
- Has a consensus-seeking but decisive approach that enables them to deliver solutions in difficult situations.
- Demonstrates interpersonal acumen and character.

- Has sound judgment and confidence, humility, and a focus on personal development and continued learning.
- Commitment to Opportunity's mission, vision, Christian motivation and values.
- Demonstrated passion for transformative work, high integrity, and mission-driven with an ability to inspire others.
- An inspirational individual with a heart for people living in poverty and a passion to make a transformational difference in their lives.