

Chief Operating Officer (COO)

Organization: Community Foundation of Acadiana

Reports to: President & CEO

FLSA Status: Exempt

Prepared date: December 2024

The Community Foundation of Acadiana seeks to add a dynamic Chief Operating Officer (COO) to its team to lead the overall implementation and execution of the philanthropic organization's strategic vision. He/she is responsible for managing key day-to-day operations of the Foundation and the internal systems and processes that support the work of CFA. The COO will undertake the execution of organization-wide strategy, compliance, and priority projects as assigned by the CEO, and enable the CEO to work most effectively with internal and external stakeholders and fulfill commitments to partners, funders, and the board of directors. This person facilitates the integration of all departments and functions to successfully execute the Foundation's strategies to effectively serve the community. The COO acts on behalf of the President & CEO in his/her absence.

Direct reports: VP of Philanthropy, Director of Finance, Director of Administration & Compliance, Director of External Affairs & Communications

Responsibilities:

- Manages the day-to-day operations of the Foundation and works closely with the President & CEO to keep him/her fully informed of significant internal issues as well as progress towards goal accomplishments.
- Develops, plans, and oversees the Foundation's planning and budgeting process.
- Leads the Foundation's pursuit of organizational effectiveness including compliance with laws, regulations, and best practices.
- Manages the development and implementation of personnel policies and procedures, including employee benefits, performance assessment and compensation programs.
- Serves as the leader of the senior management team, facilitating regular meetings during which senior managers keep each other abreast of their work, discuss the coordination and integration of work between departments and address issues that affect the Foundation across departments.
- Defines and implements strategies for achieving the Foundation's vision. In consultation with the President & CEO and other members of senior management, establishes a process to identify, implement and monitor the strategic priorities of the Foundation and align Foundation resources to support the strategic priorities.
- Partners with the President & CEO and senior leadership team to establish annual actionable work plans and to support the implementation of the plans with alignment to the Foundation's strategic priorities, values, and operational processes.
- Provides leadership and support for all managers and staff to create a productive work environment. Organizes, develops and implements an effective organizational structure that supports the mission and goals of the Foundation and successfully implements its strategic plans.
- Facilitate an effective internal meeting culture, by refining meeting structures, frequency, communications, and decision-making processes, and holding staff accountable for meeting norms.
- Ensure cohesive and consistent processes are in place for projects and initiatives that typically require organization-wide and / or cross-functional collaboration and resource allocation. At the direction of the President & CEO, manage and facilitate special projects.
- Supports the President & CEO in building governing board relationships through direct interaction with Committee members on a variety of issues. Works with the President and Board Chair on board development and committee strategies as requested. Participates in board and committee meetings.

Qualifications:

The successful candidate:

- Is a proven leader with senior level executive experience, preferably in the philanthropic field, and background in developing and managing programs and resources in a dynamic and growing organization interacting with Boards of Directors.
- Has excellent decision-making and problem-solving skills; initiative; resourcefulness; the ability to develop, motivate, lead, and supervise staff to achieve positive outcomes for the organization; and a willingness to work collaboratively with the President & CEO, Committees, staff and stakeholders.
- Possesses proven ability to interact successfully and build effective relationships with a wide range of constituents and has excellent presentation and meeting facilitation skills.
- Has strong analytical and organizational skills and the ability to anticipate, strategize, plan, and problem solve. Self-directed with the ability to prioritize and manage multiple projects simultaneously and meet deadlines. Ability to work under pressure with proficiency, diplomacy and professionalism.
- Exhibits excellent organizational skills and attention to detail, including the ability to prioritize work effectively and manage multiple demands.
- Leverages technology and has a strong working knowledge of Microsoft Office Suite, e-collaboration tools, internet research skills, etc.
- Is committed to professional development as demonstrated through involvement in professional associations, training programs, and workshops.
- Holds an advanced degree in business or nonprofit administration, humanities, law, political science or some other related field of study (desirable).

Send cover letters and resumes to Kristen Hebert, Executive Assistant, at khebert@cfacadiana.org.

About the Foundation:

For the past two decades, the Community Foundation of Acadiana has been committed to serving as a trusted partner to philanthropists and donors throughout the Acadiana region. We listen to our donors to understand what they care about and strive to connect their passions with purpose in the community. We seek to listen to community leaders and nonprofits to understand how to best position Community Foundation of Acadiana as a conduit for strategic philanthropy, focusing on the most pressing needs and opportunities in our 8-parish service area. The Community Foundation currently has assets under management of over \$220M+. The Foundation distributes nearly \$19M a year in grants annually.