

**Isles Inc.**

10 Wood St.  
Trenton, NJ 08618

**Job Description**

Chief Operating Officer

*Supervises:* Managing Directors, Finance and Administration Director, Resource Development Director

**Job Overview**

The Chief Operating Officer will serve as the internal leader of a non-profit community development and environmental corporation with an annual operating budget of \$7M. This leader will be responsible for operations oversight, fund development and finance, administration and research. S/he will recruit, evaluate, and develop senior staff. S/he will also help represent Isles to diverse stakeholders and constituencies as needed. In the event that the CEO is unavailable, the COO will serve as acting CEO.

**Main Responsibilities***Service Design, Management and Evaluation*

- Manage the Isles pipeline of services, ensuring that all services align with the organization's goals as reviewed by the Pipeline Oversight Committee of the Board
- Coordinate development of goals and objectives, budgets and reporting systems
- Develop, manage, and coordinate day-to-day systems and procedures
- Evaluate service performance on an on-going basis and help revise objectives and plans in accordance with changing needs

*Development and Communications*

- Support the CEO and Director of Development in creating overall strategy for Isles fundraising and public relations efforts
- Evaluate performance in development and communications and revise objectives and plans as necessary
- Participate in fundraising as needed, interpreting and representing Isles to major prospects, donors, and foundations
- Participate in public relations efforts as needed, interpreting and representing Isles to the community
- Oversee internal communications for Isles

### *Finance and Administration*

- Oversee management of financial systems, policies, and procedures
- Oversee implementation of personnel policies and benefits
- Oversee facilities management and purchasing and supplies procedures
- Oversee compliance with government regulations and significant covenants

### *Staff Responsibilities*

- Recruit members of the management team in collaboration with the President/CEO. Oversee the recruitment and training of all other staff
- Oversee and facilitate effective performance of senior managers and project consultants
- Conduct performance appraisals for senior managers annually, and more often if needed; ensure that all other staff are evaluated annually by supervisors, and more often where appropriate
- Design approaches to enhance staff performance and foster professional growth.

## **Qualifications**

### *Education*

Bachelor degree required; advanced degree helpful but not essential

### *Experience*

- At least 7 years experience as a manager in a small to mid-sized business, medium-to-large nonprofit organization, or governmental department, with at least 5 years at a senior level
- Demonstrated ability to successfully manage programs, fundraising and communications activities, finance and administration and research
- A background in community and/or environmental development is extremely helpful, as is familiarity with state, regional and local issues

### *Skills*

- Excellent organizational and management skills
- Strong written and oral communication skills
- Solid analytical skills
- Cultural competence and ability to interact effectively with a broad mix of people, both within and outside the organization
- Ability to motivate others and to build teams effectively
- Ability to maintain a high degree of confidentiality
- Intellectual curiosity, flexibility, and a sense of humor

**Salary Range: Commensurate with experience**