



**MS. FOUNDATION FOR WOMEN  
CHIEF OPERATING OFFICER**

[www.forwomen.org](http://www.forwomen.org)

**The Organization:**

The Ms. Foundation for Women transforms our democracy by building women's collective power. Guided by a gender and racial justice lens, we resource grassroots movements that center women and girls of color, advance feminism in philanthropy, and advocate for policies that improve women's lives across the country. Since 1973, we've opened up worlds of possibility for women and girls. But to finally achieve justice for all, we need you in our fight.

Every day, we help over 150 grassroots organizations nationwide fight for changes like good-paying jobs, reproductive health, ending violence against women and girls and the inclusion of women at decision-making tables. We deliver funding, build skills, develop leaders, connect activists with allies, and amplify the voices of our grantees to create change that benefits women, families and communities. Together, we work for a nation in which power and possibility are not limited by gender, race, class, or any other factor.

From women's health to economic security to safety from violence, what matters most to women and girls, families and communities, matters most to the Ms. Foundation.

Whether it's about ensuring equal pay for equal work, access to affordable, high-quality reproductive health care, addressing child care costs and parental leave, or ending gender-based violence, we focus on making positive change.

We are committed to creating a world in which all women, regardless of class, race, sexual identity or any other factor, have an equal share of power and possibility.

**Igniting Change.  
Creating Connections.  
Building Movements.**

***Mission:***

The mission of the Ms. Foundation for Women is to build women's collective power in the U.S. to advance equity and justice for all.

We achieve our mission by investing in, and strengthening, the capacity of women-led movements to advance meaningful social, cultural and economic change in the lives of women.

***Vision:***

We believe in a just and safe world where power and possibility are not limited by gender, race, class, sexual orientation, gender identity, disability or age.

We believe that equity and inclusion are the cornerstones of a true democracy in which the worth and dignity of every person are valued.



***Values:***

**Integrity:** We also believe in holding ourselves responsible and accountable for all that we say in order to build an aligned, principled and powerful movement for gender equity.

**Trust and Respect:** We believe in the truth that comes from those we work with and those most impacted by the issues affecting their communities. We believe in honoring their voices and supporting their leadership.

**Interconnectedness:** We believe that by achieving equity for women of color, we achieve equity for all. Given the complexity of the issues we face, we are committed to addressing issues holistically, understanding that we need to build power and alignment across multiple movements and sectors to win the battles we are facing.

**Social Justice:** We believe that structural changes are needed in order to increase opportunities for those who are least well off politically, socially and economically.

**The Role:**

**Location:** Brooklyn, NY

**Reports to:** President & CEO

**Team:** Director of Finance and Operations  
Finance & Operations team  
HR Specialist  
IT consultants

**Overview:**

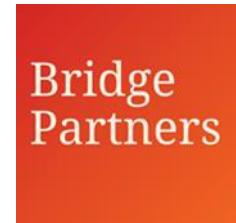
Serving as an integral member of the senior leadership team, the Chief Operating Officer (COO) is responsible for overseeing all internal operations, enabling the President to focus on external matters such as fundraising, public relations and partnerships.

They will lead the development of Ms. Foundation's day-to-day organizational and financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, The COO is charged with developing and implementing more sophisticated policies and procedures both in the finance and general operational realms.

**Key Responsibilities:**

***Strategy and Leadership***

- Contribute to the development of Ms. Foundation's strategic goals and objectives as well as the overall management of the organization.
- Create, improve and maintain a culture of accountability and transparency towards organizational goals to ensure a high level of team performance while building a culture of collaboration, trust and interconnectedness.



- Maintain continuous lines of communication, keeping the president informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking and lease negotiations.
- Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation.

#### ***Team Development/Leadership***

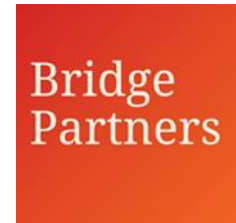
- Cultivate the values and drives the culture work of the Ms. Foundation within the organization.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Lead an overall effort to ensure that operating practices support a feminist work structure incorporating a dynamic remote work structure, that policies are employee-focused and support staff ability to thrive and that values are expressed in everyday practices.

#### ***Operations***

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- In partnership with the CEO and leadership team, support the execution and effective implementation of the strategic direction and hold direct responsibility for developing and managing an accountability framework to evaluate progress, leveraging the support of the Foundations evaluation and people and teams.
- Provide analytical support to Ms. Foundation's internal management team including development of internal management reporting capabilities.
- Analyze the current technology platform and infrastructure and scopes out the next level of information technology and financial systems that support the growth of specific programs and the organization overall.

#### ***Business Planning and Financial Management***

- Advise the president and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Support the planning, coordination, and execution of the annual budget process.
- Oversee the effective stewardship, management and deployment of financial and fixed assets including cash management, endowment (MRI), reserves, restricted funds and office space.
- Lead the development, implementation and administration of organization's risk management plan, compliance practices and mitigation strategies including compliance with federal and state laws and regulations.
- Working closely with leadership team, align annual budget and long term financial plans to key strategic organizational priorities including liaising with finance, investment, and audit committees; effectively communicates and presents critical financial and operational matters at select board of directors and committee meetings.
- Improve administrative and operational accounting services such as treasury management, 403-B plan, grants payment processing, payroll, accounts payable, and purchasing.
- Oversee, direct, and organize the work of the finance and operations teams.



## **The Person:**

### ***Skills***

- Minimum 10 years of experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Experience either as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct/indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Ms. Foundation's board of directors, and staff
- Ability to operate as an effective tactical as well as strategic thinker
- Passion for Ms. Foundation's mission

### ***Institutional and Values Alignment***

- Commitment to the Foundation's mission and vision and to working with diverse communities toward women's safety, health and economic justice
- Demonstrated commitment to, and accountability around actively living the Foundation's values of integrity, trust and respect, interconnectedness, and social justice – throughout internal and external communications and relationships, work, and decision-making
- Ability to build collegial, productive relationships with team members, grantees, donors, peer funders, volunteers, and institutional partners, through the lens of our organizational values

### ***Education:***

- Business or Accounting degree mandatory, a master's in business administration is preferred
- CPA preferred

### ***Compensation:***

- Salary range: \$190,000 to \$230,000 based on experience.
- The Ms. Foundation offers a generous benefits package including health, dental and vision insurance, life insurance, a group 403(b) retirement plan (with an employer match), and support for continuing education.

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To learn more about this opportunity, please contact:

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