

THE GREEN CHAIR PROJECT seeks a Chief Operating Officer

The Green Chair Project is in search of a COO to provide leadership to carry its strategic vision throughout the organization. This role will oversee some of Green Chair's most critical teams that execute and support our mission each day – specifically relate to Green Chair's Financial operations, Programs and Logistics & facility operations. A successful COO will provide a continuous process of improvement mindset to ensure the efficiency, effectiveness and sustainability of our operations and programs to meet the unique needs of the community following “the Green Chair way”.

The COO will also work to operationalize best practices in all applicable management systems, including appropriate integration and collaboration of teams and functional areas, to ensure strong organizational performance to meet strategic plan goals. This position will also serve as an integral member of the Leadership Team and operate as the main internal contact for the organization, outside of the CEO.

The COO will provide oversight of three important areas and will be involved with and oversee talent-filled teams in each area: as an *Organizational Leader*, as an *Operations and Finance Leader*, as *Programs and Logistics Manager*.

All are instrumental in carrying out and sustaining Green Chair's mission along with some of these responsibilities.

- Collaborate with the executive and board of directors and staff to lead the strategic road map as identified by the organization; provide strategic recommendations.
- Collaborate with CAO and development team on alignment around: fundraising, grant development & reporting, budgeting and marketing/communication strategies of the organization
- Offer recommendations for areas of fiscal growth, reduction of expenses, and risk mitigation; monitor progress and changes and keep senior leadership abreast of Green Chair's financial status
- Offer recommendations for enhancing organization operations, improving vendor-provided services, and maximizing operations
- Work with team to create solutions around inventory control, purchasing systems, and procurement process
- Provide leadership, direction and management of the outsourced accounting firm who manages a majority of the bookkeeping and accounting functions
- Manage the processes for financial forecasting and budgets, and oversee the preparation of all financial and licensing reporting (Secretary of State) with the board of directors and leadership
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements, income statement and balance sheets

- Manages and oversees risk management of the organization; discusses insurance needs (auto, building, general and professional liability, etc) with board for approval annually
- Ensure all policies and procedures are in compliance with appropriate GAAP standards and regulatory requirements to include but not limited to: IRS and state income tax standards for 501(c)3, Federal grant compliance and reporting standards
- Supervise the annual audit and tax preparation by an outside audit firm
- Serve as liaison to the Finance Committee
- Oversee outsourced technology and security systems support to best align with organizational needs
- Oversee and support the needs of the logics/warehouse team in reference to delivery of services to clients
- Oversee all programmatic staff and activities to effectively meet organizational and program goals, ensure integration across all areas and work with the team to measure programmatic impact towards attainment of Green Chair mission

Ideal candidates will have following skills and capabilities:

- Bachelor's degree required (Business or related field)
- 5+ years in leadership role in a fast-paced and rapidly growing corporate or nonprofit environment
- Demonstrated experience working collaboratively to lead the integration of a complex organization and utilizing best practices in management to ensure shared success
- Superior communication skills, both oral and written; ability to work effectively with people at all levels of the organization to create buy-in and sense of teamwork
- Experience in accounting/financial practices; Understanding of grant processes and documentation
- Proficient in Microsoft Office Suite; QuickBooks online; overall extremely tech savvy
- Excellent organizational skills-ability to prioritize work, multitask and be detail oriented
- Strong analytical and problem-solving skills
- Communicate and be committed to the organization's mission, vision and principles.
- Ability to be flexible and willing to change directions easily
- Leads with integrity, demonstrates courage and is self-motivated
- Maintains a positive, can-do attitude

The Green Chair Project Offers a competitive Benefits Package that includes the following:

Medical insurance

Company paid Life Insurance

Company paid Short-Term and Long-Term Disability Insurance

Company offered Flexible Spending Account (FSA) for Dependent Care and Medical/Dental/Vision Expenses

401(k) company match (up to 3%)

Paid Time Off (PTO) and holiday pay

We are a 100% vaccinated organization. Must provide proof of vaccination status prior to starting.

For full job description, please go to <https://thegreenchair.org/careers/>

Interested applicants can submit resumes to **HR@thegreenchair.org**.

EEO statement: We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organization's programs or services and all employment actions such as promotions, compensation, benefits and termination of employment.

NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. Duties, responsibilities and activities may change at any time with or without notice.