

Chief Operating Officer

The Institute for the Study and Practice of Nonviolence

Background

The Institute for the Study and Practice of Nonviolence seeks to teach by word and example the principles and practices of nonviolence, and to foster a community that addresses potentially violent situations with nonviolent solutions. The Institute has helped to significantly lower violent crimes in the City of Providence, particularly youth violence, and in 2006 was named a “best practice” by the U. S. Conference of Mayors. The institute has four core programs: Nonviolence Training, training adults and youth in nonviolence; the Streetworkers, an acclaimed intervention and outreach program; the Victim Support Center; and the Youth Employment Program.

Since its founding in 2000, the Institute has experienced remarkable organizational growth while generating meaningful impacts for youth and families in Rhode Island. Now, facing further change, the Institute seeks an experienced and creative administrator with highly developed skills and experience in the following:

- development and administration of financial systems,
- supervision of staff, and
- analysis of existing – and creation and management of new – human resources, communications, and reporting systems.

Currently, some of these systems are in place and need improvement and others require development. This position offers the right individual an opportunity to substantively shape the future of a vibrant organization with a critical mission.

General Description

The Chief Operating Officer reports to the Executive Director and supervises all senior staff of the organization, driving excellence in day-to-day operations. S/he must ensure that the organization has the right people in the right place; that it sets clear work priorities and follows through; that systems are developed to ensure that programs are operated efficiently and effectively; that risks are controlled and financial health is safeguarded; and that systems, policies, and procedures are sound.

Areas of Responsibility

Administration:

- Assist the Executive Director in the development of policies, strategies, and work plans for the agency that are compatible with the Institute's vision and mission
- Develop and maintain systems for effective and efficient internal communications
- In consultation with the Executive Director, supervise, hire and evaluate staff, either directly or through supervision of senior staff
- Help to foster an atmosphere of harmony, respect, and productivity within the Institute
- Develop and maintain effective human resource policies and procedures
- Introduce office systems and procedures designed to strengthen the agency and ensure efficient administrative work flows
- Motivate and help to build staff skills, including designing and implementing a staff professional development strategy.

Financial Management and Fundraising:

Oversee the preparation of the annual operating budget and assist the Executive Director in setting financial strategy for the organization

Analyze the cost and revenue performance of existing programs and evaluate the cost and revenue implications of potential new programs and projects

Ensure that appropriate policies and procedures are in place and followed to reduce risk to the organization

Oversee the production of clear and timely financial reports to the Board and to agency funders

Assist in the development of resource development strategy for the organization and ensure adequate administrative support for resource development efforts .

Program Development and Operations:

- Oversee the production of clear and timely program reports to the Board and to agency funders
- Oversee the effective implementation of Institute's programs, including evaluation of program impacts and review of work processes to ensure productivity and efficiency
- If Institute takes on operation of the building, ensure proper maintenance and sound financial performance of the building
- Recommend partnerships or collaborations designed to enhance the Institute's programs.

Minimum Qualifications:

- Bachelor's degree with at least 5 years of demonstrated organizational (or large agency departmental) leadership experience
- Sound knowledge of business and nonprofit administration including strategic and

- operational planning, budget and financial management, and fundraising
- Strong supervision and team building skills, including direct supervision of at least 3 people
- Political savvy and excellent problem solving skills
- Demonstrated ability to form and manage partnerships and work collaboratively with diverse individuals and organizations
- Outstanding oral and written skills in oral and written communication
- Commitment to the Institute's mission and guiding principles.

Desired additional qualifications:

- A graduate degree in public administration, business, non-profit management or other related field is preferred; work experience may substitute for a graduate degree
- Knowledge of youth development and youth programs for at-risk youth is preferred.

Application requirements:

Send a letter of interest and a current resume by December 31, 2008, to: ISPN / David Karoff, 5 Thurston Street, Providence, RI 02907 or dkaroff@gmail.com. For more information go to <http://www.nonviolenceinstitute.org/2008/08/now-hiring-chief-operating-officer.html>. An Equal Opportunity Employer.