

## Chief Operating Officer (COO)

### Location

Oakland, CA; Telecommute

### Reports to

Chief Executive Officer

### Overview

[Common Future](#) is a network of remarkable leaders in the U.S. and Canada who work deeply within their communities to create alternative approaches to business, philanthropy, and investing. Our network is made up of local economy leaders, place-based foundation professionals, and impact investors who are poised to share knowledge, expertise, and resources. We envision an economy where wealth is redistributed, power is democratized, and economic control is shifted to marginalized communities. We work as a “think and do tank” that enables collaboration, ideation, and adoption of economic models that empower communities that have been the most marginalized. We are a 19 person organization (and growing). Our culture values [equity](#), collaboration, intellectual curiosity, and experimentation.

### Position Responsibilities

Serving as the organization’s primary internal leader, the COO partners with the CEO to develop and implement the strategic priorities of Common Future. The ideal candidate will effectively build organization and staff capacity, develop adaptive processes and systems to streamline operations, guide program development and design, and define organizational metrics. The COO will hold individuals and teams accountable and guide the organization through Common Future’s next phase of evolution and growth.

We believe that the playbook to fix a broken economic system doesn’t exist. As such, our work is experimental. Our initiatives and your role will continue to iterate as we do. Current responsibilities will include, but are not limited to:

#### *Organizational Leadership & Operational Planning*

- In partnership with the CEO, Chief Strategy Officer, and Board of Directors, create an agile strategic 1-year and 3-year plan and work with the Executive Team to operationalize and implement it
- Co-manage the Executive Team with the CEO, to guide and oversee execution of day-to-day and intermediate priorities
- Support CEO in facilitating strategic engagement of the Board of Directors to meet short and long term organizational objectives

- Supervise three senior level direct reports, responsible for programs, finance, administration, systems, and people functions
- Act as a thought partner, sounding board, and advisor to senior leaders and project leads, thereby providing a strong, consistent leadership presence within the organization
- Work with the CEO and Executive Team on annual budgeting processes
- Oversee the effective creation, implementation, and evaluation of annual operating plans
- Ensure consistent communication to the CEO on the status of the organization's overall performance and emerging operational and programmatic opportunities
- Lead and implement change initiatives related to organizational processes

#### *Team Management and Operational Excellence*

- Provide leadership and cross-functional coordination and management of teams to ensure programmatic and operational alignment with organizational goals and strategic imperatives
- Work across the organization to strengthen and streamline operations through adaptation, shared learning, and continuous improvement
- Drive operational excellence across the organization, implementing and managing systems, processes, and policies that improve capacity, transparency, effectiveness, communication, and ease across the organization as it grows in size and complexity
- Establish and lead a performance management process that measures and evaluates progress against organizational metrics, leveraging data to evaluate and improve performance
- Ensure there is a robust system poised for growth of internal controls, policies, and procedures to strengthen the infrastructure of the organization
- Skillfully manage team members in a matrixed organization, hold teams and individuals accountable, and delegate effectively

### **Desired Qualifications**

- Proven track record of success in organizational management at the Executive level
- Community economic development leader with an understanding of inclusive entrepreneurship, philanthropy, and/or impact investing
- Passion for addressing economic injustices, closing the racial wealth gap, and systems change
- Commitment and dedication to dismantling unjust systems with experience addressing bias and white dominant culture in the workplace
- Senior leader with proven success in managing an organization, budget creation and oversight, building capacity, and developing streamlined and agile processes
- Experience or deep interest in navigating organizations through growth and scale, utilizing anti-racist and liberatory practices
- Exceptional capacity for managing and leading people

- Demonstrated experience building and maintaining relationships with a diverse range of stakeholders across different geographies and subject areas
- Excellent interpersonal skills, along with diplomacy, tact, and humor
- Experience leading and managing remote teams, ideally in a geographically dispersed context, with a high standard of excellence and accountability
- Willingness, interest, and capacity to enforce accountability, develop and empower leaders from the bottom up, cultivate a culture of initiative and learning, and understand the strengths and weaknesses of the team so as to position people to succeed
- Exceptional strategic thinking skills around operationalization and execution in complex and ambiguous environments
- Entrepreneurial style, with an enthusiasm for working in a dynamic, fast-paced environment

## Compensation and Benefits

This is a full-time, exempt position. The salary range is \$130,000 - \$140,000 and commensurate with experience. Common Future offers a work environment that supports employees and embraces a human-centered approach to our practices and policies. We offer a competitive benefits package that includes

- Remote and flexible work options
- Paid medical, dental, vision, and life insurance
- Paid long term disability coverage
- 403b plan
- Paid time off and 13 paid holidays
- Professional development stipend
- And more

## How to Apply

As an Equal Opportunity Employer, Common Future does not discriminate against applicants or employees due to their race, ethnicity, religion, sexual orientation, gender, gender identity, age, physical ability, hairstyle, previous incarceration, or length of time spent unemployed. We strive to reflect the diverse community we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

To apply, please send a PDF of your cover letter, resume, salary expectation, and up to 3 references to “COO Hiring Team” at [hiring@commonfuture.co](mailto:hiring@commonfuture.co). **In your cover letter, please answer the following questions with no more than 3-5 bullet points per question: How does this role align with your current career trajectory? What aspects of your experience are you most eager to contribute toward this role? Anything else you would like us to know.** Applications will be evaluated as they arrive and the position will remain open until filled.

**Job Posted on September 18, 2020**