



**DoSomething.org**  
**Chief Operating Officer**  
New York City (preferred)



## Organization Overview

DoSomething is a twenty-nine year old nonprofit dedicated to fueling young people to change the world through our online youth activism hub. As a movement dedicated to motivating young people to make positive change, we recognize that our success is reliant on our team members, who are vital to DoSomething's continued growth and success. The Chief Operating Officer (“COO”) will be a trusted partner to the Chief Executive Officer (“CEO”), as well as functional leaders and staff at all levels across the organization. The COO reports to the CEO and serves as a senior executive leader overseeing daily financial, operational, strategic and administrative functions.

## Position Overview

As the COO at DoSomething, you will be a key member of the executive team, driving the organization's financial strategy and operations to support sustainable growth and mitigate financial risk. The COO reports to the CEO and has two direct reports: the Vice President, People and Culture and VP of Product & Engineering.

You will lead cross-functional teams to solve the company's most critical strategic problems and implement new initiatives that promote organizational effectiveness. You will manage the full financial operations of the organization, including budgeting, audit, and strategic investments, and ensure compliance with laws and regulations. You will also work closely with the CEO and other executives to develop and implement organizational goal-setting and business rhythm processes, aligning with the company's 3-year strategic plan. To excel in this role, you must possess strong business and financial acumen, human resource skills and ideally have experience working with technology. This is a highly impactful role that offers the opportunity to make a significant difference in the success of the organization.

## What You'll Do

### Finance (35%)

- Manage the full financial operations of the organization, including at least full time employee on the team
- Oversee annual and multiyear budgeting processes
- Review, analyze, and evaluate the organization's fiscal policies and standard operating procedures to ensure efficiency, risk mitigation, and organizational implementation
- Manage the planning and execution of the audit process
- Develop strategy for and oversee all strategic investments in consultation with the CEO and the Board of Directors
- Support the Development Team with all facets of budget development, organizational systems for processing, tracking and execution.

### Business Process Improvement & Operations (30%)

- Partner with the senior management team to lead mission-critical projects with cross-functional stakeholders that solve the company's most critical strategic problems, implement new initiatives, and support operating teams
- Establish, manage and iterate on centralized repositories of processes to minimize complexities and optimize to promote organizational effectiveness
- Oversee and design plans for short and long-term financial, and critical operational goals that produce sustainable growth and reduce financial risk

### Strategy (20%)

- Develop and implement organizational goal-setting and business rhythm processes semiannually in collaboration with the CEO and the executive team
- Working collaboratively with the Executive Team to ensure achievement of the goals outlined in DoSomething's 3-Year Strategic Plan
- Assist CEO and Vice President, People and Culture with hiring strategy to ensure alignment with organizational design

### Administration (15%)

- Ensure training for DoSomething's executive team, as well as leaders across the organization of relevant technical and/or regulatory changes relating to systems improvements recommended by this role
- Support Vice President, People and Culture with financial components of personnel management, including forecasting, budgeting, benefits, and salary review
- Establish new non-Human Resource related directives, policies, or procedures and communicates changes to managers, team members, or senior management team
- Assure compliance with applicable laws and regulations

### What You Bring

- 10+ years of experience in the public or private sectors in strategic planning, administration, business and finance operations in a complex organization.
- Thorough understanding of practices, theories, and policies involved in business administration and finance
- Strong verbal and written communication and interpersonal skills
- Superior managerial and diplomacy skills with the ability to coach and mentor a diverse team
- Proficient in Microsoft Office Suite and Google Suite
- Proficient in QuickBooks accounting and Salesforce, or similar accounting and finance software

- Excellent organizational skills and attention to detail
- Excellent analytical, decision-making, and problem-solving skills
- Results-oriented, execution-driven and strategic thinker
- Passion for DoSomething's mission, vision, and new strategic direction

## Compensation and Benefits

This is a full-time, exempt position. The compensation range is \$190,000-\$210,000.

- 3 weeks vacation, paid winter holiday break (from Christmas to New Years), and ½ Day Summer Fridays (Memorial Day to Labor Day!).
- Medical and dental premiums fully covered by us. You read that right!
- An incredibly compelling reason to wake up and make it to work every day.

## Location

DoSomething.org is headquartered in New York City with a distributed workforce across the country. Preferably, candidates will be based in the New York City Metro area, but candidates in other locations within the U.S will be considered. Tri-state area employees have the flexibility of a hybrid office environment.

This position description is based upon material provided by DoSomething.org, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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