



# A Better Balance

## Chief Operating Officer

New York, NY (strongly preferred)

## Background

A Better Balance (ABB) is a national legal advocacy organization that uses the power of the law to advance justice for workers so they can care for themselves and their loved ones without jeopardizing their economic security. Founded in 2005, ABB is an expert legal team that uses legislative and administrative advocacy, litigation, direct services, outreach, and education to further the goal of ensuring that all those who are pregnant, parenting or caregiving are protected against discrimination and that workers' lives are protected through policies such as paid sick time, paid family and medical leave, fair scheduling and accessible child care and eldercare as well as policies that support maternal and child health.

ABB works at the local, state, and federal levels and has helped pass 12 state paid family and medical leave programs, 16 state paid sick time laws, dozens of local laws including guarantees of paid sick time in most of major cities, and caregiver, pregnancy and fair scheduling protections in numerous states and localities nationwide. ABB's strategic litigation and enforcement efforts have helped millions of people, guaranteeing vital protections like paid sick time, paid family and medical leave, and pregnancy and breastfeeding accommodations at work. ABB led a decade-long movement to secure passage of the historic federal Pregnant Workers Fairness Act and PUMP for Nursing Mothers Act which passed at the close of the last Congress in December 2022. These laws will give rights to pregnancy and breastfeeding accommodations to millions of workers throughout the United States.

Learn more about ABB by visiting [www.abetterbalance.org](http://www.abetterbalance.org).

## Position

ABB has grown dramatically over the last 17 years from a New York-based organization with 5 employees to an organization with offices in New York, Nashville, Denver, and Washington D.C. with 25 employees. ABB now needs a Chief Operating Officer (COO) who will help build systems and structures to support its growth and shape the organization for future success. ABB seeks a mission-focused, seasoned, strategic, and process-minded COO who will lead a management team and oversee all operational and administrative functions including **finance, office management, human resources and culture, technology, and diversity, equity and inclusion strategies**. Reporting to the Co-Presidents, the COO will help to provide alignment and coordination across the organization and drive the development of systems to support greater collaboration and efficiency.

## Responsibilities

### Strategy and Coordination

- Along with the Co-Presidents and the senior management team, facilitate the development of ABB's strategic goals and objectives and develop ways to ensure that ABB is adhering to the strategic plan by providing leadership and input for all strategic plan implementation processes; develop and implement a system for tracking and reporting on the progress of the strategic plan implementation.
- Work with senior management to track progress to goals and milestones and share best practices for cross-functional collaboration when needs arise.
- Lead senior management team meetings to drive inclusive discussions and quick decision-making.
- Work with the ABB Board to ensure mission-driven collaboration; deliver presentations at Board meetings to report on operations and administrative updates, as well as other issues.

### Finance and Administration

- Oversee the financial management of the organization, including overseeing the work of the Director of Finance.
- In collaboration with the Director of Finance, and the Finance Committee of the ABB Board, help prepare and submit an annual operational budget, manage effectively within that budget, and report accurately on progress made and challenges encountered.
- Review and implement systems to ensure sound fiscal management.
- Oversee ABB's information technology, administrative systems and virtual office environment, including direct supervision of ABB's Director of Operations.
- Facilitate workflow and coordination between development, finance, and operations staff and the implementation of systems for reporting, measuring, and supporting revenue generation through grants and individual donors.
- Along with Director of Operations and development staff, ensure that systems for tracking, reporting, and measuring incoming revenue are strong, including direct supervision of the Development Manager and Director of Operations on all systems and administrative matters.
- Along with the Co-Presidents, Vice Presidents, development staff, and other members of ABB's senior management team, participate in efforts to expand recurring revenue streams.

## Human Resources and Culture

- Oversee and upgrade ABB's human resources functions, ensuring excellent staff training, compensation and benefits, employee personnel handbook updates, recruitment, and other operational policies.
- Establish processes to set team and individual goals, and work with Vice Presidents and other senior leaders to monitor staff performance and goals, assign accountability measures, set objectives, establish priorities, facilitate annual performance appraisals, and administer salary adjustments. Work in collaboration with senior management team to implement these policies and practices organization wide.
- In coordination with the senior management team, coordinate professional development and educational opportunities for staff.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Drive ABB's diversity, equity, and inclusion strategies in collaboration with staff.
- Build ABB culture in a multi-office, remote workplace.
- Oversee hiring, onboarding, and offboarding of new ABB employees and fellows.

## Qualifications

The ideal candidate should be able to think broadly and strategically about the organization's work, as well as be detail-oriented and organized about the structures necessary to move the vision into reality, adapting to evolving programmatic demands. The COO will be an inclusive and collaborative leader who fosters employee development.

- Senior leader with demonstrated experience leading and mentoring teams and building an internal infrastructure to support a growing, mission-oriented organization. Nonprofit experience is preferred.
- MBA, MPA, or relevant experience preferred.
- Skill in examining, developing, reengineering, and recommending financial, HR, technology and other policies and procedures.
- Excellent manager and developer of talent; strong commitment to professional development of staff and demonstrated track record of identifying, attracting, and retaining top talent.
- Financial acumen and ability to set financial priorities.
- Fluency in diversity, equity, and inclusion strategies.
- Excellent judgment and creative problem-solving skills; knowledge of how to make complex decisions with the right organizational input.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical operations.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, board of directors, and staff.

- Deep commitment to a strong organizational culture and ability to design effective systems to support it.
- Passion for ABB's mission and recognition of the importance of legal support and strategies in making change and furthering our mission.
- Location in New York City area is strongly preferred.

## Salary & Benefits

Based on the qualifications above, the salary range for this position will be \$145,000–\$170,000. ABB offers 12 weeks of paid family and medical leave with full wage replacement, accrued paid time off up to 19.5 days a year (or 26 days a year after 5 years with the organization), up to 20 separate paid sick days a year, paid time off for 13 holidays, 3 paid personal days a year, and paid bereavement leave. ABB is also proud to use the same model inclusive family definition that it advocates for around the country. They offer pre-tax health, dental, and vision insurance, as well as access to pre-tax retirement contributions. An overview of current benefits program is available [here](#). ABB also provides reimbursement towards certain professional fees, as well as stipends and reimbursement for home office expenses. Given the organizational mission, ABB is committed to encouraging a healthy work/life balance for all employees.

A Better Balance is a 501(c)(3) non-profit organization and we value diversity, inclusion, and belonging in our workforce. We are an equal opportunity employer and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, family status, citizenship, disability, veteran status, arrest or conviction, or any other factor protected by law.

A Better Balance is committed to providing reasonable accommodation to individuals with disabilities or other medical needs. If you are an individual with a disability or other medical need and need assistance applying online, please e-mail [nkepler@drgtalent.com](mailto:nkepler@drgtalent.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

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

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