



Congressional Progressive  
Caucus Center  
Chief Operating Officer  
Washington, D.C.

## Background

The Congressional Progressive Caucus Center (the CPC Center) is a 501(c)(3) nonprofit that identifies and develops solutions to build a more just, equitable, and resilient nation. The CPC Center creates tools and connects community leaders, advocates, and policy experts to build people-led cutting-edge policy solutions.

The Progressive Caucus Action Fund (PCAF) is a 501(c)(4) nonprofit that is working to unite stakeholders around common goals, build infrastructure, and fight for policy changes that make a real difference in people's lives

## Position

The CPC Center is seeking an experienced, strategic, and motivated candidate to become their new Chief Operating Officer (COO). The COO's primary responsibility will be in finance and budgeting, and secondary will be HR, to develop a strategy for the organization's finance operations and administration, working closely with the Executive Director, Chief of Staff, and the Development team to enable organizational success. The successful candidate is also responsible for all administrative functions, including personnel and human resources management, working with the Union and implementing the Collective Bargaining Agreement (CBA), IT, facilities, and equipment management. They will work with a small executive team to provide critical financial and operational information to the Executive Director and other senior leaders, and make actionable recommendations on strategy and operations, particularly in finance and HR.

Serving as a member of CPCC's Executive team, the COO reports directly to the Executive Director and leads the vision and strategy for finance, operations, human resources, and IT functionalities for the organization. The COO will model and champion progressive values within the organization by taking a people-centered approach to their work.

## Responsibilities

- Reports to the Executive Director, and as a member of the senior leadership team, helps set and exemplify the vision of the organization.
- Develops, implements, and maintains comprehensive accounting and fiscal management structures.
- Prepares financials, spreadsheets, written and oral reports for the Board of Directors and committees on a quarterly basis.
- Handles bookkeeping of accounts receivable, accounts payable, and various allocations, tracking and reporting of data, as well as cash management and banking activity.
- Prepares financial records for annual audit and tax return; responds to auditor's questions; reviews draft documents with Executive Director to obtain approval.

- Processes payroll bi-weekly, including necessary banking activity.
- Ensures regulatory compliance with IRS, DOL, EEOC, GAAP, ERISA, as well as other federal, state, and local agencies.
- Manages the annual budget preparation.
- Ensures compliance of financial systems with donors' rules and regulations, and award requirements.
- Develops, analyzes, and monitors program budgets. Tracks expenditures and obligations against budgets.
- Directs all human resource and personnel functions, including employee relations, onboarding, and termination activities.
- Works with consultants to manage benefits administration.
- Leads the successful implementation of our Collective Bargaining Agreement with the Union, particularly as it relates to HR, grievances, and benefits, participating in labor/management meetings (union).
- Remits the employees' retirement plan contributions timely.
- Directs purchasing, lease negotiations, as well as insurance needs.
- Assists with securing appropriate office space; coordinates internal office moves as needed.
- Oversees the facility and equipment, including safety and security, and liaison with building personnel, including the landlord.
- Completes other duties as assigned

## Core Competencies

- Demonstrated commitment to progressive values.
- Strength in managing multiple, complex priorities, often with competing deadlines.
- A commitment to a high standard of work-product, deadline-driven timeliness, attention to detail, and driving toward results.
- Ability to provide strategic vision and be a resource to the ED and Chief of Staff.
- Ability to develop collaborative relationships with staff.
- Ability to think critically and creatively in identifying problems, strategies, and solutions.
- Coordination of resources and tasks, delegation, negotiation, and time management, planning and prioritizing work to meet commitments aligned with organizational goals.
- Holding self and others accountable to meet commitments.

## Qualifications

- A Bachelor's Degree or higher in accounting, finance, business administration, or related field is required. An MBA or CPA degree is preferred.
- At least 10 years of relevant non-profit experience, including significant experience overseeing budgets and finances, human resources, operations, and handling compliance issues.
- Demonstrated success in implementing and managing financial budgeting, planning, and tracking systems.

- Relevant skills in commonly used automated accounting software and databases.
- Knowledge of generally-accepted accounting, budgeting, and financial control principles.
- Experience managing finances for a nonprofit engaged in direct advocacy and political activity.
- Excellent communication skills and ability to produce work at a high level of accuracy; attention to detail.
- Significant experience with property and office facilities management, including management of physical office space and procurement/maintenance of furniture, fixtures and equipment.
- Extensive knowledge of laws and regulations related to employment and benefits issues.
- Knowledge to create systems to ensure that the Center's offices provide a safe and functional environment in which staff and guests may function on a day-to-day basis.

## Compensation and Benefits

Salary Range: \$140,000 – \$150,000. The COO will also receive excellent benefits, including generous vacation, paid holidays, 401(k) match, and paid health insurance.

## Commitment to Diversity

The CPC Center is strengthened by the diversity of our network and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We strongly encourage applications from people of color, women, the LGBTQIA community, and other groups that have historically been subject to discrimination.

## Location

The position is located in Washington, DC. The nature of our in-person/virtual work is still evolving; thus, only candidates who live in/around Washington, DC, or are willing to relocate will be considered at this time.

This position description is based upon material provided by the Congressional Progressive Caucus Center, an equal opportunity employer.

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

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