

Chief Operating Officer

Marine Corps Scholarship Foundation – Alexandria, VA

About the job

The Marine Corps Scholarship Foundation, a national nonprofit in Alexandria, Virginia, seeks a Chief Operating Officer to join the Foundation's executive team. Reporting to the President and CEO and, in conjunction, serving as a leader of the senior staff, the Chief Operating Officer (COO) will provide strategic and operational leadership for the Foundation. The COO will have primary responsibility for managing strategic planning, ensuring alignment of strategic plans across the organization, and leading operational strategic initiatives, including partnerships and transfer of scholarship program assets, transformation, and cost reduction. The COO will be responsible for financial reporting and analysis, human resources, contracts, legal, risk management, information systems and technology. The COO will also be responsible for establishing and improving systems that are crucial for long-term institutional health across a range of internal teams and functions. The position requires a strategic thinker who can clearly communicate the big picture and the nuanced details alike. The COO will need to balance a long-term view with immediate needs and challenges, while contributing to the existing organizational values and total team environment and strengthening it further with positive and constructive leadership and relationships with all staff members, Board members, investors, partners, and vendors. A supportive, loyal, and dedicated COO is of paramount importance to the success of the position and the organization, and a positive working relationship with the President and CEO and fellow senior leadership is a must.

The COO will also serve as the Corporate Secretary for the Foundation and support the governance of the organization. In this capacity, the COO will be an Officer of the Corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Executive

- Lead the strategic plan development and update as required. Collaborate with the C-Suite, Senior Leadership Team and Board of Directors during the planning process.
- Communicate and implement the Foundation's strategy internally and externally so that all employees, partners, investors, consultants, and contractors understand the company-wide strategic plan and how it carries out the Foundation's overall goals.
- Collaborate and maintain accountability with the Senior Leadership team members to set and drive toward institutional vision, priorities, key performance indicators and benchmarks.
- Drive decision-making that creates medium and long-term improvement
- Collaborate with departmental/unit leaders to ensure their strategic projects align with organizational strategic priorities.
- Assess from previous documentation and key stakeholders' administrative needs (financial, people, and technology) and determine key strategic priorities related to these functions.
- Use and modify MCSF's financial model to set annual, ongoing, and long-term financial targets that will drive individual programs and the institution toward sustainability.

- Translate operational strategies into actionable and quantitative plans and serve as a resource to help department/unit leaders do the same.
- Build out a multi-year plan for cross-functional administrative systems with team leaders and advocate for necessary resources.
- Monitor the execution of the strategic plan.
- Working closely with the President and CEO, oversee select human resources activities including recruitment, selection and hiring, payroll and benefits, staff support and engagement, and support for training and development.
- Contribute to the Senior Leadership Team's efforts to promote an organizational culture of collaboration, open and frequent communication, adaptation, alignment with a common vision, and celebration of success in achieving annual and long-range organizational objectives.
- Serve as USMC advisor, and help to educate staff on protocol, customs, and traditions.
- Interface with HQMC leadership and commands as appropriate for the execution of the MCSF mission.

Management

- Lead, coach, develop and build a retention strategy for the Foundation's high-performance senior leadership team with an emphasis on developing capacity in strategic analysis, planning, and program budgeting.
- Drive vision-setting, planning, leadership, goal-setting, and institutional decision-making associated with all finance, technology, data operations and talent functions.
- Manage internal processes and analyze institutional data to inform and employ the most effective and efficient methods of running the organization and drive towards continuous improvement.
- Build a strong collective vision and multi-year cross-functional priorities and goals among the administrative teams within finance, technology, and operations and communicate effectively within teams and among the Foundation.
- Provide strategic guidance regarding policies, processes, and systems necessary to manage the organization's financial and administrative operation.
- Work with the Senior Director of Accounting and Finance and Chair of the Investment Committee to monitor the Foundation's endowment, performance and recommend appropriate expenditures
- Work closely with the Finance Committee and the President and CEO to enhance, monitor, analyze and update the long-range Foundation strategy for review and approval by the Board of Directors.
- Review contract terms with key contractors, vendors, service providers, consulting with legal counsel as necessary, and secure changes and execute contracts for the Foundation.
- Execute oversight on all disbursements made to vendors, consultants, employees, associations, and others by the Foundation and ensure these actions are in accordance with Foundation procedures and Board of Directors corporate resolutions.
- Monitor cash in various accounts and invest in accordance with guidance provided by Finance and Investment Committees and based on reserve and investment policies.
- Oversee and ensure effective use of Information Technology systems to support fundraising and organizational business processes, including document management, client relationship management (CRM), event support, and grant management systems. Leverage information Technology to support core business initiatives.

- Work with Foundation's insurance broker to arrange a suite of appropriate levels of property, liability, umbrella, workers compensation, directors and officers, cyber, fiduciary liability, travel, and other coverages pertaining to the Foundation.

Individual:

- Serve as the Corporate Secretary for the Foundation and execute corresponding actions associated with this role.
- Revise bylaws in accordance with approved board motions and ensure compliance.
- Staff the Governance Committee of the Board of Directors and work with its Chairman to advance the appropriate representation of Foundation Director needs to include diversity, gender, geographic representation, and philanthropic capacity.
- Build relevant tools and trainings to assist executive leadership and the Board of Directors to better understand the Marine Corps Scholarship Foundation's financial health.
- Support all teams with relevant administrative duties (e.g. contract signing, check signing, etc.) in a timely and responsive manner
- Communicate strategic and operational leadership viewpoints at Board of Directors meetings.
- Continuously improve the budgeting process with the help of the Finance team to increase transparency, accountability, and incentivize financially sound decision-making at all levels of the organization.
- Serve as liaison with Employee Care Consultant on policies, practices, compliance, and benefits.
- Working in conjunction with the Employee Care Consultant; oversee the staffing, orientation, hiring, training, employee benefits, PTO management, employee relations and the retention of employees.
- Supervise the daily administration of the organization's offices and the operation of equipment and facilities including negotiating contracts, leases, and vendor relationships.
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Ten to twelve years of related experience in business, strategic planning or financial and operations administration, of which three to five years should be at the management or executive level with a similar breadth of responsibilities.
- Undergraduate degree with a preferred emphasis on business, finance / accounting. An MBA degree or significant business education at the graduate level is highly desirable.
- Familiarity with not-for-profit management theory and practice, and not-for-profit accounting and reporting standards
- Demonstrated strategic planning ability as well as effective interpersonal, organizational, analytical, and communication skills.
- Working knowledge of IT hardware and software life cycles and how they impact short, medium, and long-term budgets.

REQUIRED SKILLS AND ABILITIES:

- Commitment to the Marine Corps Scholarship Foundation's mission and core values of teamwork, trust and integrity, and drive, as well as a demonstrated ability to model them in relationships with colleagues and partners
- Preference for individuals familiar with the Marine Corps or military.

- Excellent interpersonal skills, including the ability to inspire, motivate, and direct others in the accomplishment of the Marine Corps Scholarship Foundation's Strategic Plan and the Foundation's other long-term goals.
- Experience with management information systems, particularly automated accounting systems
- Working knowledge of human resource management policies and practices
- Ability to navigate, manage and resolve conflict.
- Excellent communication skills including listening as well as oral and written expression.
- Excellent organizational skills necessary to set and manage multiple competing priorities and long-term projects.

WORKING CONDITIONS:

- Some travel and weekend/evening work required
- Working conditions are normal for an office environment