



POSITION ANNOUNCEMENT

Chief Administrative Officer

The National Council of Negro Women (NCNW) is a coalition comprised of 200 community-based sections in 32 states and 38 national organizational affiliates that works to enlighten and inspire more than 3,000,000 women and men. Its mission is to lead, advocate for and empower women of African descent, their families and communities.

NCNW was founded in 1935 by Dr. Mary McLeod Bethune, influential educator and activist. For more than fifty years, the iconic Dr. Dorothy I. Height was president of NCNW. Ms. Ingrid Saunders Jones was elected Chair of NCNW in 2012, ushering in a new era of progress and growth for the organization. In 2018, renowned educator and leader, Dr. Johnetta Betsch Cole accepted the charge and became the National Chair and 7th President of the National Council for Negro Women.

Today, NCNW seeks to establish a more comprehensive, integrated response to the need for science, technology, engineering, art and mathematics education for communities of color. In recognition of the fact that economic stability and career opportunities are enhanced by familiarity with STEAM, NCNW believes it is important to cooperatively plan for and implement measures that will provide greater awareness of STEAM careers and greater access to the paths to those careers. NCNW encourages entrepreneurship, financial literacy and economic stability; educates women about good health and HIV/AIDS; promotes civic engagement and advocates for sound public policy consistent with traditional values.

NCNW has exclusively retained Nonprofit HR to assist in the recruitment efforts for its first Chief Administrative Officer (CAO). Reporting to the National Chair, the CAO will lead operations, providing day-to-day oversight and management of staff and standards, and is responsible for the control of all internal financial systems necessary to carry out NCNW's business in compliance with governing regulations, laws, and accounting standards. S/he will develop, implement, and communicate effective operational strategies and processes of the organization's administrative and support services including: Finance, Human Resources, Information Technology, Facilities, and Risk Management. The CAO will also be responsible for restructuring departments as necessary to meet organizational needs.

The CAO will be responsible for providing strategic leadership, including developing, organizing, implementing, directing and evaluating the organization's fiscal function. S/he will provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the National Chair, the Board of Directors and other senior executives in performing their responsibilities. It will also be the CAO's responsibility to establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges. The CAO will provide financial advice and counsel to the leadership of the organization and will be the primary management liaison with the finance committee of the Board of Directors. Working closely with the National Chair and board, the CAO must be strategic in uncovering business opportunities as well as assessing business risks. The CAO will be pro-active in leveraging the organization's resources to take advantage of opportunities to grow revenue, expand programs, and reduce expenses.

The CAO will also oversee the Human Resources function and the development of the organization's plans and programs as a strategic partner, particularly from the perspective of the impact on people. In concert with the Executive Director, the CAO evaluates and advises on the impact of long-range planning of new programs/strategies and regulatory action as those items affect the attraction, motivation, development and retention of the people resources of the organization. The CAO also oversees the development of staffing strategies and implementation plans and programs to identify talent within and outside the organization for positions of responsibility.

The CAO must ensure that information technology infrastructure and support comports with the organization's online membership demands and communications needs. S/he is also responsible for the management of information technology activities including acquiring hardware and software required to upgrade the technological infrastructure, including management of the team responsible for NCNW's membership system.

The CAO assumes full management responsibility for the facilities department's services and activities including operations, tenant matters, issues related to the maintenance of the historic headquarters edifice, and oversight of related policies and procedures. S/he will develop and implement the departmental goals, objectives, policies and priorities. The CAO will also conduct a thorough review and evaluation of systems and processes to ensure efficiency and continuity across the organization.

The ideal candidate will possess a Master's degree in Business, Human Services, Organizational Development, or a related field, with at least ten years of experience in a nonprofit operations role of which at least five years should be in an executive leadership role. Prior experience with a membership organization is highly preferred. S/he will possess demonstrable experience using data systems to improve program performance and outcomes with the analytical skills needed to review information regarding regulations and guidelines. Demonstrated experience with complex contract negotiation, interpretation, and compliance is required. The position also requires demonstrated entrepreneurial ability to develop alliances and coordinate shared interests of all parties, with excellent communications and problem-solving skills designed to meet the challenges of the organization. A track record of successful change management, process improvement, and organizational performance improvement is essential for success in this role, along with demonstrated experience in human resources, organizational development, and strategic planning. Extensive experience in property management including management of rental space and leasing of that space is preferred. Candidates with experience in restoration of historic properties are encouraged to apply.

For consideration, interested candidates should submit a cover letter and resume. Your cover letter must address your experience and qualifications being sought. Send materials to: execsearch@nonprofithr.com "ATTN: NCNW CAO Search" in the subject line. Electronic submissions highly preferred. Interested individuals are encouraged to apply immediately. Please visit: www.ncnw.org for more information about the organization. To obtain further details about this opportunity, contact Myra T. Briggs, Executive Search Practice Leader at Nonprofit HR at mbriggs@nonprofithr.com.