

Chief Administrative Officer

Job Description

Reports to: Executive Director (ED)

Supervises: Director of Operations, Operations Associate, Operations Assistant, Admin Assistant

Status: Full-Time Exempt

Hours and Schedule: 35hours/week; Monday-Friday, some flexibility with daily schedule and some weekend events required.

Location: This position is in-person, working at Spring Creek Towers in East New York, Brooklyn.

Summary/Description:

The Opportunity Hub (The Opp Hub) is growing our team of passionate people committed to strengthening our community through impactful services and purposeful collaboration. We are seeking an energized and well-versed Chief Administrative Officer (CAO) to oversee our Operations team. The Opp Hub serves the greater Starrett City community, from younger generations to senior citizens, providing services geared toward educational development, wellness, and economic mobility. Our mission is to serve as a reflection of our community and to learn and grow alongside it. We empower individuals to tap into their highest potential through collaboration, supportive services, and an unwavering commitment to growth. We are dedicated to a long-term investment in the needs and future aspirations of those we serve. We envision a community where all residents live in secure and quality housing, are healthy and well, and are empowered to pursue opportunities. Learn more about us at: www.theopphub.org

The CAO will oversee finance, human resources, IT, facilities, and compliance operations for the organization. The CAO will be a member of the executive leadership team, strengthening and streamlining administrative functions with a special focus on the oversight of finance and human resources. The right candidate will be skilled and excited to join in the ongoing development of a young and rapidly growing community organization. The role requires a detail-oriented and mission-driven leader who brings experience in nonprofit administration and organizational sustainability.

Responsibilities:

Organizational & Strategic Leadership

- Act as a close partner to the ED, and a cross-functional collaborator, proactive problem solver, team builder and strategist, supporting organizational planning and risk management.
- Model long-term strategic plans and implement disciplined organizational change, based on data that include actionable steps to ensure timely execution.
- Lead and support efforts to ensure that infrastructure and processes effectively support organizational growth, balancing speed with sound judgment and efficiency.
- Mentor and coach the Operations team, entrusting and amplifying their work, and supporting their professional growth.
- Partner with the ED and Leadership Team to continue to develop an organizational environment and culture of trust, collaboration, respect, and accountability, consistent with The Opportunity Hub's values and mission.

Finance

- In partnership with the outsourced financial management consultant, oversee day-to-day accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of restricted grants.
- Oversee the development of the annual budget and department budgets; hold directors and managers accountable for forecasting and monitoring expenditures.
- Support the outsourced financial consultant in the preparation of financial reports documenting the organization's financial performance for review by management and the Board of Directors.
- Collaborate with the ED and external accountants to support audit preparation and compliance with funder and regulatory requirements.
- In collaboration with a financial management consultant, implement a fiscal management system that effectively supports the prospecting of all government contract applications, contract billing, expense management, reporting, audit, and contract compliance.

Human Resources

- Provide high-level input to inform staffing decisions related to growth, performance and accountability
- Oversee HR policies, records, recruitment, onboarding, and offboarding processes.
- Ensure organizational compliance with local, state, and federal employment laws and nonprofit best practices.
- Manage staff benefits, negotiations, and performance management systems.
- Support staff training, development, and workplace culture initiatives.

Facilities, Risk, and IT

- Oversee facility and space planning, maintenance, upgrades, construction, and special projects with support from the Director of Operations.
- Provide a high level of support to inform decisions the organization makes regarding both financial and legal risks including developing and maintaining a risk management and contingency plan.
- Engage with legal counsel as needed on contracts and employment matters, policies of compliance and other pertinent legal issues to protect the business interests of The Opp Hub.
- Oversee collaboration between Director of Operations and the IT consultant, set up IT strategy, and work with internal staff and outside vendors to support IT infrastructure including network, software, hardware needs and inventory.

Qualifications and Experience:

- Bachelor's degree in public administration, business, nonprofit management, or related field required (master's degree preferred).
- Minimum of 8-10 years of progressive experience in nonprofit administration, with at least 4 years of experience in management and leadership positions.
- Strong knowledge of nonprofit financial management, budgeting, and reporting standards.
- Demonstrated experience with HR practices and personnel management in mission-driven organizations.

- Proficiency in Microsoft Office, relevant productivity and teleconferencing tools, as well as financial and HR software systems.
- Experience with and knowledge of best practices in nonprofit governance and compliance.
- Strong interpersonal, organizational, and leadership skills.
- Excellent written and verbal communication
- A commitment to equity, transparency, and the mission of The Opportunity Hub.
- Multi/Bilingual candidates encouraged to apply

Compensation:

The salary range for this Full-time position is \$115,000-130,000 per year and is commensurate with experience. The Opportunity Hub offers comprehensive benefits including paid time off; medical, dental, vision, life and disability insurance; 401(K) retirement plans with employer match; Employee Wellness Program; commuter benefits; and voluntary supplemental insurance.

As an equal opportunity employer, The Opportunity Hub is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristics of basis prohibited by applicable law. Employment data show that women, BIPOC, trans, and non-binary people are less likely to apply for jobs unless they meet all the criteria. If you meet some, but not all, criteria and feel you may be a good fit for the role, we encourage you to apply and welcome the opportunity for new perspectives and insights on our work.

Apply:

Interested and qualified individuals should forward their resume with cover letter to: info@theopphub.org with the subject “**Chief Administrative Officer**”.