



Chief Administrative Officer

Who We Are

The National Fund for Workforce Solutions collaborates with workers, employers, and communities to advance a skilled workforce, promote good jobs, and invest in equitable outcomes. We lead a dynamic national network of over 30 regional workforce collaboratives that convene cross-sector stakeholders and align resources toward shared goals. We leverage this network to pursue four integrated solutions: activate employers to make jobs better, equip workers for success, change systems for improved outcomes, and co-invest for impact. Ultimately, we seek to advance equity in the workforce by realizing three goals: all workers have the resources required to thrive, all jobs are good jobs, and race does not dictate employment outcomes. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at www.NationalFund.org.

Reports to: Chief Executive Officer

Position Summary

The National Fund is seeking a Chief Administrative Officer who will lead all aspects of the organization's financial, administrative, operational, and human resources strategy, systems, and protocols. The CAO is a member of the Executive Team and — along with the Chief Program Officer — works with the Chief Executive Officer to promote the sustainability, effectiveness, and impact of the organization. This leader will drive the organization towards operational excellence in service of the National Fund's strategic goals and racial equity and inclusion values.

Essential Responsibilities and Functions

Finance and Administration

- Ensure design of mission-driven budget, effectively communicating budget priorities and processes to diverse stakeholders, including the Board of Directors and staff. Ensure preparation of monthly and quarterly financial reports.
- Ensure effective processing of revenue, payables, and receivables. Design and implement efficient protocols for the submission and payment of expenses and invoices. Evaluate appropriate staffing and contracting structure to perform these duties on an ongoing basis.
- Maintain effective and efficient internal controls to safeguard assets and minimize financial risk.
- Manage audit preparation, including interactions with auditors, preparing audit schedules, and timely completion of audited financial statements and 990.

Operations

- Oversee all risk management and legal activities and engage counsel as needed. Design contracting process and review all contracts with outside parties prior to their execution. Ensure that all required legal filings are submitted accurately and on time.
- Oversee organizational governance in accordance with the by-laws. Act as board liaison staffing the governance committee and finance and audit committee. Serve as the National Fund's Board Secretary and hold responsibility for accurate and complete maintenance of Board minutes, materials and records for compliance.
- Oversee or directly lead the management and coordination of logistics for in-person staff meetings, as well as gatherings that include roughly 50 to 500 attendees, such as grantee peer learning meetings, annual site director meeting, and bi-annual convening. Negotiate and manage contracts for event coordination and meeting facility space.
- Oversee and assess information management systems and technology, and implement necessary system improvements (e.g., project management tools, file sharing, CRM database).

Human Resources

- Create talent and learning development strategy that prioritizes professional development, retention, and advancement. Elevate opportunities for staff to build competencies around supervision, financial management, project management and other key functions. Develop opportunities for staff-wide trainings.
- Conduct salary and benefits benchmarking to ensure the organization continues to offer competitive compensation to attract talent. Continually review HR/organizational systems to achieve racial equity and inclusion goals and promote staff retention.
- Oversee implementation of staff recruitment, hiring, onboarding, performance management, and off-boarding. Establish internal flows of information and feedback loops so staff are connected and heard.
- Serve as liaison for Professional Employer Organization (PEO) that is responsible for administration of payroll, employee benefits, organizational insurance, and compliance with employment law. Responsible for formulating the National Fund's personnel policies.

Fund Development

- Work with Executive Team to develop fundraising strategy including public and private grants, sponsorships, donations, membership dues, and fee-for-service models. Develop structure and administrative protocols for potential fee-for-service and membership dues streams of income.

3 | Chief Administrative Officer

- In partnership with Chief Program Officer, promote collaboration between development staff and program staff to create funding proposals consistent with organizational strategy. Ensure proper management and reporting for received grants and donations.
- Assist program team in the creation of project and grant budgets to meet both funder and organizational requirements and track spending for all grant funds to ensure proper expenditures.
- Oversee the communications and development team to build the external brand and visibility of our organization.

Key Competencies

- **Vision:** Sets direction, builds an inspiring vision, and enlists employees and colleagues with a strategy to meet the organization's needs.
- **Influence:** Gets people on board with ideas, focusing their energy in the right direction, and keeps them inspired to continue even when things get hard.
- **Consciousness:** Awareness and presence in one's ability to get things done in the face of challenges or adversity.
- **Equity:** Makes sure rules, policies, practices, and legal requirements are implemented to serve the diverse needs of staff and ensuring the National Fund is an equitable workplace.
- **Culture:** Creates a culture of inclusion by fostering, supporting, and driving equity within the organization.

Required Education and Experience

- A CPA, MBA or advanced degree in a relevant field or equivalent work experience or industry recognized credential.
- Minimum of 10 years of experience and a track record of developing and monitoring systems to manage operational and business functions in a nonprofit setting.
- Commitment to racial equity and economic equity.

What You Should Know

Work Environment

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings.
- Work location is flexible. If working remotely, travel to the National Fund's DC office will occur on a regular basis (at minimum six times per year) in addition to other organizational travel such as board meetings and annual events.

4 | Chief Administrative Officer

Compensation and Benefits

- Salary range is \$135,000- \$160,000. Salary depends on relevant experience.
- Excellent benefits package including healthcare, vision and dental covered at 90% for employees and dependents, 401k (with 3% non-elective employer contribution), paid time off including holidays, vacation, and sick days, and more.

Application Process

Interested applicants should submit a resume, cover letter, and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance through the interview process.

The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.