Vice President of Operations
Job Announcement

Caring for Colorado seeks an experienced leader to join our executive team as the Vice President of Operations to strengthen our core work of grantmaking, advocacy, convening, partnership building and leadership in equity and justice for children and families furthest from opportunity.

The Vice President of Operations is a member of the executive team, working collaboratively to build the systems, policies, strategies, and business functions needed to support our organization. In this role, the Vice President of Operations will report to the President and CEO and will lead a high performing team of professionals with core responsibilities in business operations, administrative support, human resources, grants management, communication, and organizational leadership.

Experienced, team-based, inclusive leadership and management skills are essential for success in this role.

**Duties and Responsibilities:**

**Leadership and Supervision** Serve on the executive leadership team working to build a strong and effective organization. Participate in high-level decisions about policy and strategy for the organization and work with the executive leadership team to build an organizational culture of inclusiveness, stewardship, service, effectiveness, and humble activism on behalf of children and families in Colorado. Supervise, coach and mentor the operations, human resources, grants management and communication teams to develop their strengths and provide growth opportunities.

**Human Resources** Develop a successful talent recruitment, training, and retention program to meet the needs of staff. Evaluate and structure personnel practices to create a meaningful, effective, and supportive work environment for all staff with a commitment to the organization’s goals of diversity, equity, and inclusion. Work with the team to ensure key human resource functions are in place including HR policies and procedures, legal compliance, record keeping, performance evaluation, training and talent development, and compensation structure.

**Operations** Oversee the operations team to ensure successful business operations. Assess administrative needs of the organization and work with administrative staff to develop appropriate processes, systems, and technical support services. Key operational functions include business administration, facilities, organizational policies, informational technology; vendor relations; record keeping; legal compliance; risk management and project management.

**Grants Management** Guide, support, and oversee the grants management team to develop and deliver an effective, efficient, customer-oriented grant process. This includes ensuring best practices are in place for the operational aspects of grantmaking which include database management, grant application process, contracting, communication, and customer support.
Organization Communication I Work with the CEO and the communication team to ensure successful planning and implementation of the CFC communication plan, as well as any unplanned, high priority communication needs. This includes managing all administrative functions that are needed to deliver high quality communication collateral according to timelines and budget, assure a high-quality website, and maintain corporate identity and communication standards.

Knowledge, Skills, and Abilities Sought

- Significant experience in managing individuals and teams, working across a variety of functions including human resources, facility operations, information technology, grants administration, procurement, and policy development. While the candidate does not have to have deep expertise in all these functions, they must have enough competency to be able to guide and support staff in these areas.
- A passion for motivating people to positively contribute to the mission of the organization.
- Ability to identify and resolve problems in a timely manner and anticipate associated business implications.
- Highly organized individual that models best practices, strategic decision making and critical thinking skills.
- Excellent oral and written communication skills that are accessible to a variety of audiences both internal and external to the organization.
- Budget minded and sound steward of organizational resources.
- Ability to maintain confidentiality and address sensitive topics.
- Ability to build a strong internal cultural that is positive and mission oriented.
- A strong desire to bring personal and professional leadership forward as the organization works to strengthen its practices, policies and goals for diversity, equity, inclusion, and justice.
- Commitment to the values of the organization, with a servant leader approach to work.

Required Experience

- Minimum of 10 years of management experience in a business operations or program implementation role with increasing levels of management responsibility over time. If past work experience has been in a program implementation role, job history must include significant involvement in organizational development, leadership, and business operations as part of program implementation.
- History of leading teams through a project from start to finish, incorporating best practices, evaluating project success, and following through on identified improvements.
- History of working in philanthropy, non-profit or the government sector is preferred.
- Bachelor’s degree required. Master’s degree preferred with an emphasis in business administration, human resources, organizational leadership or another relevant field.

Work Environment

- General office hours are Monday – Friday, 8:30am – 5:00pm.
- Work is performed out of the CFC Denver office. Caring for Colorado offers a flexible and hybrid work environment that is dependent on the needs of the organization. For leaders in the organization, in-person and in-office work is prioritized.
- Periodic travel to the CFC Pueblo office is required. Statewide and national travel may also be expected.
• Incumbent must maintain a valid driver’s license and be able to drive a vehicle. Reasonable accommodation will be made for people who are unable to drive.

• To be considered for employment, candidate must pass a background check and show proof of immunization for COVID-19. Immunization exemptions may be considered depending on personal situations.

Salary and Benefits
• Salary range is $140,000 - $155,000 annually. Salary will be determined based on experience.

• Caring for Colorado offers a comprehensive benefit package including a 401(k) with employer match; medical, dental, and vision benefits; life and disability insurance; HRA/FSA plans; optional supplemental insurance; and a family friendly work environment.

*This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by the employee’s supervisor.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

How to Apply
Send a cover letter, resume and three professional references, one of whom is a former supervisor, to Ellie Mills via email to emills@caringforcolorado.org. No phone calls, please. **Applications are due on October 31, 2022.**

About Caring for Colorado.
Caring for Colorado is a statewide grantmaking foundation working to create equity in health, wellbeing and opportunity for Colorado’s children, youth, and families. Our dynamic team works to catalyze and accelerate change so that **every** child in Colorado has love, stability, support, and opportunity. Our organizational core values are inclusion, integrity, and commitment.

At Caring for Colorado, we believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with common purpose. We are committed to building a team that is dedicated to improving the health, well-being, and opportunities for Colorado’s children and their families.

To learn more visit: [www.caringforcolorado.org](http://www.caringforcolorado.org). Caring for Colorado is an equal opportunity employer.