



## Chief Operations Officer - Foundation for Black Communities

The Chief Operations Officer (COO) is a newly created position at The Foundation for Black Communities (FFBC), the first-ever philanthropic foundation dedicated to investing in Black communities. FFBC was created for, and driven by, Black communities in Canada; it exists to ensure their flourishing and self-determination.

FFBC invests in change-making, working alongside Canadian community, philanthropic, political, and business organizations to ensure that Black-led, Black-serving, and Black-focused non-profit, charitable, and grassroots organizations have the sustained resources and infrastructures they need to make a meaningful impact. In 2023, FFBC was awarded a \$200 million grant to establish the Black-Led Philanthropic Endowment Fund by the federal government of Canada.

FFBC's operations have also increased dramatically over a short period of time. The COO will be a key part of the leadership team with responsibility for continued organizational development across grant making, operations, finance, planning and administration, and human resources. They will function as a key implementation partner to the President and CEO and play a critical role in executing and operationalizing the goals and objectives of FFBC.

### PRIMARY RESPONSIBILITIES:

#### ❖ *Organizational Leadership & Support*

- Work with the President and CEO to develop and implement organizational plans, strategies, and systems. Translate the strategy into organizational goals and actionable steps that are documented and monitored through an annual operating plan for the various departments of the Foundation.
- Lead the Annual Planning process including the annual budget and create an operational workplan.
- Analyze, assess, and advise the President and CEO on financial and operational issues that could impact FFBC.
- Drive the cultivation of a cohesive work culture and foster a success-oriented, accountable environment within the organization.
- Oversee and manage the daily operations of the Foundation and establish strong cross-functional collaboration on current and incoming staff in a rapidly expanding organization.
- Ensure that there is an effective operations model including risk management and other protocols, policies, and procedures that provide the direction, parameters, and documentation within which business is conducted.





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### ❖ *Programmatic Oversight*

- Steward the Annual Plan of FFBC including all its grantmaking commitments.
- Alongside President & CEO, lead and oversee staff in the management of external key stakeholder relationships including governmental, philanthropic and other key sectoral partners.
- Inform and advise stakeholders, review the status and progress of each project, safeguard the quality of each project plan and its deliverables.
- Along with the President & CEO and board finalize and provide an operational framework for FFBC's grantmaking strategy and provide leadership to the Director of Community Impact.

### ❖ *Financial Management & Oversight*

- Lead and oversee the organizational process for establishing the annual budget, resource allocation, and financial planning.
- Collaborate with the Director of Finance and Operations as well as provide advice to enhance financial operations, budgeting and financial management processes.
- Ensure fiscal transparency and provide the Board and stakeholders with regular information about the financial health of the organization.
- Work with the President and CEO and the relevant committees to manage FFBC's investment portfolio.

### ❖ *H.R. & People Operations*

- Oversee the Foundation's day-to-day operational productivity and organizational culture.
- Manage and support the Director of Finance and Operations and provide leadership to all People Operations.
- Development and implement human resource policies, procedures, and protocols to support staff and organizational growth and expansion.
- Help create an environment and culture that reflects the organization's values, encourages strong performance, rewards excellence and productivity, and ensures safety in all operations for staff and volunteers.
- Ensure policies, practices, programs, and processes are administered effectively and in compliance with relevant laws and regulations.
- Ensure staffing plans are in place to support the day-to-day delivery of the Foundation's engagements, as well as the growth of the organizations.





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## ❖ *Planning & Administration*

- Manage the organization at the 10,000 feet level, ensuring that the financial processes, program support, financial management, and development systems match FFBC's needs at present and into the future.
- Look for ways to improve, problem-solve, and innovate on systems and tools.

## ❖ *Board Relations*

- Establish and maintain positive, productive, and transparent working relationships with FFBC's Board of Directors.
- Assist the President and CEO in managing relationships and communications with the Board, including staffing committees, preparing and presenting information at Board meetings, and supporting individual Board members and projects as appropriate.
- Act as key operational liaison with the Executive Committee and standing Committees of the Board, supporting the President and CEO and relevant staff whenever necessary.

## CANDIDATE PROFILE

A meticulous planner and an executor, the COO manages the strategic planning, annual planning, staffing, and budgeting processes while innovating tools and processes that allow team members to meet and exceed desired results. The COO will know FFBC's grantmaking, finance, administration, and operational goals inside and out, and will be ready to roll up their sleeves and provide direct assistance wherever needed. Although this role oversees FFBC grantmaking operations, this is not a grantmaking role, the COO provides the support and oversight that will inspire the team responsible for executing FFBC's grantmaking strategy.

## DESIRED SKILLS & PROFESSIONAL EXPERIENCE

### EDUCATION

University degree in business administration, organizational development, human resources, or related discipline – or equivalent combination of lived and professional experience.

### PERSONAL CHARACTERISTICS

- Minimum of 10 or more years of leadership experience in a non-profit/charitable organization, government agency, and/or private sector company.





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- Professional track record of supporting organizational growth, development, and improvement; and managing stakeholders through implementation and change.
- Exceptional operations, finance, systems development, and people management skills.
- Previous experience developing and implementing human resources systems, tools, and protocols.
- Demonstrated expertise in organizational design, job analysis/design, creation of staffing models, and development and stewardship of culture change initiatives.
- Previous experience in a Startup or high-growth environment strongly preferred.
- Experience working effectively and collaboratively with a volunteer Board of Directors or similar governing body.
- Self-starter with a bias for action, but also able to work collaboratively with cross functional teams.
- Ability to pay keen attention to detail without losing sight of larger objectives.
- Nimbleness and flexibility to pivot, shift gears, and/or re-prioritize seamlessly without losing patience or focus.
- High level of comfort holding individuals and teams accountable to departmental and organizational goals.
- Fair, honest, inclusive, management style and ability to lead team members from a broad range of professional backgrounds and personal identities; Problem solver – able to identify bottlenecks and gaps and work towards solutions.
- Professional maturity, diplomacy, and well-developed judgment when dealing with sensitive matters.
- Empathy, **emotional intelligence**, **communication skills** and ability to nurture and support teams,

**Salary:** \$160,000-\$175,000

### How to Apply:

Please submit a cover letter and resume to [recruitment@forblackcommunities.org](mailto:recruitment@forblackcommunities.org).

Applications will be received on an ongoing basis until the position is filled.

We appreciate the time and effort it takes to apply, and thank you in advance; however, only those selected for an interview will be contacted.

If you require accommodation measures during any phase of the hiring process, please notify us as soon as possible. All information received in relation to accommodation requests will be kept confidential.

