



Chief Operating Officer

The Organization:

College Success Arizona is a non-profit organization building public will for college completion across the state. We aim to significantly increase the number of college graduates in the state by: providing scholarships and mentoring support services; building partnerships with college scholarship programs; raising awareness of the importance of college completion; and supporting more than 200 statewide college access and success organizations.

Our five-year strategic plan focuses on:

- 1) Becoming the statewide voice for achieving state postsecondary attainment goals;
- 2) Providing high-quality and reliable information and data to improve decision-making that expands the state's postsecondary goals;
- 3) Helping more students, particularly Latino and low-income students, get into and graduate from college; and
- 4) Strengthening our own organizational capacity to accomplish the above.

The Position:

The Chief Operating Officer (COO) will oversee all internal functions, allowing the President/CEO to focus on external matters such as fundraising, public relations, and partnerships.

As College Success Arizona looks to accelerate growth and impact, the Board of Directors and CEO seeks a mission-focused and seasoned strategist to lead a high-performance culture among a diverse and talented staff and a program-focused management team. The COO must help others deliver measurable, cost-effective results that make the College Success Arizona vision a reality. The successful COO will bring efficient and effective systems to increase the overall productivity of the organization, and, at the same time, enable team members to independently lead programs and initiatives at the center of our mission.

The Chief Operating Officer will report directly to the President/CEO.

Responsibilities:

Lead Internal Operations

The COO will serve as the operational lead of the organization, with these specific responsibilities:

- Successfully implement the organization's five-year strategic plan, including:
 - Develop and oversee execution of annual operational planning and program work planning
 - Monitor execution of the organization's strategic plan and operational work plans at the programmatic level
 - Identify opportunities for growth and impact
- Serve as overall programmatic lead, including:
 - Provide detailed information to program leads regarding performance capabilities of each program and department

- Lead regular meetings with program and department leads
- Provide a strong day-to-day leadership presence and support an open-door policy among all staff
- Lead the performance management process that measures and evaluates progress against strategic goals
- Ensure that programmatic and operational/administrative budgets match organizational priorities
- Ensure partnership continuation and identify and support development of additional partnership opportunities
- Support development of training tools and curriculum that can increase programmatic impact
- Serve as operational and administrative lead:
 - Ensure that the day-to-day operations of the organization run smoothly
 - Serve as lead ambassador of internal organizational culture and brand
 - Instill a high-performance, continual learning culture within the organization, including ongoing evolution of existing human resources functions such as training and professional development, compensation and benefits, employee relations, performance evaluation and recruitment
 - Lead the evolution of the current accounting system to ensure quick access to financial information, reporting, and enables strategic budgeting
 - Assess the current technology infrastructure and outline the next level of information technology to support the growth of programs and the organization overall

Support Fund Development

COO will support fund development, as well as budget and performance metrics, and will participate in the hiring of development staff. Specific responsibilities will include:

- Development and delivery of systems for reporting, measuring and supporting grant and revenue generation
- Administrative oversight of organization's business development efforts, including proposal and grant writing
- Board relations regarding fund development, including quarterly presentations to the board and participation in relevant board committees

Qualifications:

The successful candidate will have at least five years of organizational management experience, with increasing levels of responsibility for ensuring results and organizational growth and impact in an organization of like size or greater. Specific requirements include:

- Ability to think strategically, to problem-solve, and to anticipate future consequences and trends, incorporating these into the operational plans
- Exceptional capacity to build organizational and staff capacity, including developing high-performance individuals and the processes that ensure their effectiveness
- Proven track record and consistent ability to make sound decisions that lead to results and continual improvement that have helped to scale up an organization

- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing
- Relevant understanding of the education continuum and landscape in Arizona, and the importance of creating opportunities for increased postsecondary attainment among more Arizonans, including those that do not currently participate at acceptable rates.
- Solid relevant education background—undergraduate degree required and advanced degree desired

College Success Arizona is prepared to offer an attractive compensation package, including a competitive base salary and performance incentives, as well as health and dental insurance, company-funded SEP IRA, optional 403B, and life-friendly paid leave.

To Apply:

This position is open immediately, and candidates will be considered on a rolling basis until the position is filled. Visit www.collegesuccessarizona.org to learn more about our mission, values, services, scholars, and team.

Please combine the following documents in an email to jobs@collegesuccessarizona.org:

- Current resume or CV
- Statement of interest and qualifications, based on this description
- Link to relevant portfolio of related experiences and efforts

No phone calls, please.

The statements in this description represent typical elements, criteria and general work performed. This is not an exhaustive list of all responsibilities, duties, and skills for this job. College Success Arizona is an equal opportunity, affirmative action employer. It is a strongly held value of the organization that opportunity is not limited by gender, race, class, sexual orientation, disability, or age. All candidates will be evaluated on a merit basis.