



**Pisces Foundation
Chief Operations Officer
San Francisco, CA
Full Time**

About the Organization

Inspired by a vision of people and nature thriving together, the Pisces Foundation is dedicated to improving the environment for the present and future generations. After hiring its first full-time staff in the fall of 2012, the foundation developed an in-depth strategic plan defining its vision, mission, and principles, as well as specific goals and outcomes for three areas of focus: environmental education climate and energy, and water. The foundation is now transitioning from its early start-up phase. The three programs are actively implementing major components of their respective strategies, and the organization has successfully adopted basic operation principles and procedures to support the programmatic work.

For more information, please visit <http://piscesfoundation.org/>

Chief Operations Officer

The Pisces Foundation (Pisces) seeks a Chief Operations Officer (COO) to provide operating capacity and strategy as the organization moves from a rapidly growing startup phase into a thriving, sustainable foundation. This is a new position at Pisces, requiring a seasoned, mission-focused, and process-minded individual with experience executing on vision and strategy through day-to-day operations, financial oversight, and staff management. The COO will be the primary strategic and management partner to the President and will oversee and execute the operational functions of the organization, including its grants management processes. In these ways, the COO will have the opportunity to create measurable impact in supporting Pisces's groundbreaking work. Consistent with the ethos at Pisces, the COO will maintain the highest professional standards, producing rigorous work product in a timely and reliable manner and eliciting the trust of colleagues, the President, and the Trustees.

The successful candidate will have a high degree of maturity, personal integrity, and interpersonal skills, and will be extremely self-motivated and comfortable in a young, growing organization. S/he must excel in managing finance and operations as well as have experience with developing an organization's workflow, internal communications, and processes. The organization and the position are highly collaborative in nature; strong candidates will possess an exceptional ability to listen and foster collaborative innovation amongst diverse stakeholders. The COO will report to the President.

Primary Duties and Responsibilities

The COO will fulfill responsibilities in the following areas:

Strategic Vision and Leadership

- As a partner to the President, participate in key activities with the foundation's Trustees, including the development of materials and robust agendas for the quarterly Trustee meetings.

- Participate in Trustee meetings, providing updates to—and seeking feedback from—the Trustees on the foundation’s operating performance and infrastructure.
- Take a leadership role in the foundation’s planning and evaluation processes in partnership with relevant colleagues.
- Support program staff in conducting internal program evaluations and, when appropriate, identify and engage external reviewers with expertise assessing various aspects of foundation performance.

Management and Operations

- Take initiative on operational matters and manage all business activities to ensure that the foundation is operating efficiently and effectively.
- Assess the foundation’s operational needs and create and implement a work plan to meet those needs.
- Promote a culture of creative, high achievement and inspire open lines of communication.
- Oversee the maintenance of a thorough organizational calendar.
- Supervise all members of the administrative team and ensure clarity of roles and expectations throughout the organization.
- Serve as a thought partner to colleagues across the foundation.
- Establish annual performance goals for the administrative team and for the foundation as a whole in collaboration with the leadership team.
- Supervise the foundation’s HR specialist to ensure that benefits and compensation packages are aligned with the foundation’s goals.
- Manage recruitment, onboarding and off-boarding, and HR policies.
- Effectively manage the foundation’s infrastructural requirements, including appropriate information technology and work environments in both the San Francisco and DC offices.

Finance, Legal Compliance and Grants Management

- Oversee and support the full range of financial and accounting functions including financial planning, reporting and analysis, accounting, tax, budget planning, payroll, procurement, consultant and vendor contracts, control and risk, and year-end audits.
- Maintain a good working relationship with the consulting team which provides accounting and other back office support to the foundation.
- Assess and lead an effort to improve the current workflow processes, technology platforms, and data management systems behind the foundation’s grant-making.
- Establish control mechanisms that include thorough due diligence in the grant-making process and careful monitoring of grants over time.
- Manage the foundation’s legal affairs, interfacing with external counsel when necessary to ensure the foundation is in compliance with all local, state, and federal regulatory requirements.
- Develop a risk management approach that is appropriate for the foundation’s scale, mission, and exposures and that enables effective oversight by the board.

Qualifications

The successful candidate will have the following minimum qualifications:

- 10+ years of experience, including a minimum five years of operational and/or financial management experience in a business or nonprofit organization; foundation experience in creating world-class philanthropy preferred. Under exceptional circumstances, candidates with fewer years of experience will be considered.

- Bachelor's degree in management, public administration, finance, accounting, or other related field; MBA, other relevant graduate degree, or relevant professional development certification preferred
- Self-starter who takes initiative, using sound, independent judgement and discretion and seeking guidance and feedback where appropriate—a doer as well as a manager
- Strong analytical and problem solving skills; highly organized with an attention to detail and a commitment to rigor
- Experience with the financial management of organizations, divisions, or business units, including scaling up organizational infrastructure
- Ability to excel in creating and leading a diverse and energetic staff; ability to motivate individuals and foster team spirit; knowledge of basic human resources issues and experience setting individual and team performance goals and evaluating their execution
- Facility with finance and accounting, comfort recognizing potential legal issues and working with outside counsel, and ability to develop risk management strategies
- Experience re-engineering business processes and scaling up organization infrastructure to meet evolving expectations, including driving the implementation of new technologies and systems (e.g. project management or document tracking systems)
- Thorough understanding of grants management processes; familiarity with state-of-the-art organizational development tools
- Enthusiasm for Pisces Foundation's mission; unwavering commitment to create a world-class philanthropy; experience with mission-related investing and/or philanthropic-related investing preferred
- Excellent verbal, written, analytical, and interpersonal skills
- Strong time management skills and the ability to manage multiple projects simultaneously
- Professionalism, empathy, and the ability to work as part of a team, maintain a sense of humor, and interact with a diverse array of people from all over the world

Compensation and Location

Pisces Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience. This position will be located in San Francisco, CA.

To Apply

To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements. CEA Recruiting is assisting Pisces Foundation with this search. Please direct all applications and inquiries to CEA Recruiting. This position will remain open until filled.

<http://job.ceaconsulting.com/jobs/chief-operations-officer-san-francisco-ca-34649>

Pisces Foundation is an equal opportunity employer.

CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit www.cearecruiting.com.