

JOB ANNOUNCEMENT: Director of Operations

Project Equity grows community wealth by retaining successful local businesses through employee ownership transitions

Do you want to see a world where the average employee has economic security and businesses help build resilient communities? So do we! Project Equity helps employees become owners of the businesses where they work. We raise awareness of employee ownership as a business succession strategy, conduct business outreach and education, and provide direct support for business owners and employees to transition to employee ownership. Project Equity is currently expanding into multiple regions around the country.

Help us tap incredible momentum

Project Equity's early success and significant attention from media outlets such as Forbes, NPR and the Washington Post have propelled Project Equity forward as a national leader in the movement to harness employee ownership to maintain thriving local business communities, create quality jobs, and address income and wealth inequality.

Project Equity has developed successful, replicable programs designed to scale; seen mounting support from foundations, financial institutions, and like-minded organizations in the field; and built a team that is well equipped to increase our impact. All of these factors put Project Equity in an exciting leadership role in a growing movement to harness employee ownership to maintain thriving local business communities, create quality jobs, and address income and wealth inequality. Join us in tapping this incredible momentum in the employee ownership space!

Your role

As the Director of Operations, you will play a lead role in fostering a thriving workplace and learning organization that aligns with Project Equity values, mission, and strategic plan. Responsibilities include:

- Oversee financial, human resource, and administrative functioning of the organization in partnership with Multiplier, Project Equity's umbrella organization / fiscal sponsor.
- Manage Project Equity's human resource functions, working with Multiplier.
- Serve as lead on organizational culture and performance management
- Oversee the organization's financial health, working closely with Multiplier
- Lead Project Equity's organizational learning & impact measurement
- Act as office manager to support the functioning of the Oakland and remote offices
- Act as point person on technology, security, and communication.

How you will provide vision, leadership and strategy to Project Equity's operations

People

- Lead processes for hiring, recruitment, development, and retention of employees
- Manage our pool of consultants and contractors
- Design and execute organization-wide onboarding and orientation that helps to set the tone for the culture from Day 1
- Oversee compensation strategy and salary ranges

Culture / Performance

- Support and coach managers and supervisors
- Ensure strong processes of performance reviews and performance management across the organization
- Coordinate annual planning processes
- Work with teams to set Key Performance Indicators (KPIs) and annual goals
- Organize regular training and staff events, such as our bi-annual off-sites

Organizational Learning

- Lead the inter-departmental organizational learning function
- Establish and oversee Project Equity's knowledge management system including client evaluation, impact measurements, key metrics, and case studies
- Partner with Project Equity departments to create and access a knowledge base for use in marketing, fundraising, business development, and client services
- Act as point person for Salesforce and our impact measurement platform

Technology

- Manage hardware, software and IT needs
- Troubleshoot issues in offices and for remote staff
- Manage organizational software licenses and decision making around new software
- Manage technology budget
- Provide technology training when needed
- Oversee physical and technology security needs

Finance

- Serve as primary liaison with Multiplier (our umbrella organization, aka fiscal sponsor)
- Run specialized reports for team as needed
- Maintain organizational dashboard
- Lead annual budgeting process

Office / Space Management

- Set guidelines and policies for both virtual offices and PE offices

- Ensure that distributed teams / regional hubs have necessary resources for success: meeting space, technology, supplies, etc.
- Provide ergonomic equipment, training and assistance to all employees

Administrative

- Liaise with Multiplier, our umbrella organization, to make the most of their resources and services in support of Project Equity
- Lead organizational spin off strategy if / when appropriate
- Act as point person for organization's legal needs: contracts, leases, etc.

How you work

- You are passionate about making a difference and supporting employee-owned businesses, and you gracefully convey your passion to others.
- You are highly collaborative both with internal teams as well as external partners and contractors.
- You approach things systematically and are a natural at zooming out to see the big picture, then diving in to focus on the important details. You motivated by seeing projects through.
- You recognize the power of teams and teamwork, working to bring out the best in everyone and keep the team moving with shared values and strategic goals.

Where you shine

- You're a strategic thinker: You enjoy setting up systems and processes that support effective strategy development and execution and recognize the importance of people, resources and systems aligned with mission, values and goals.
- You are entrepreneurial: You will dive into tasks, big and small. You are able to keep a strategic perspective while removing bottlenecks and constraints to keep the team humming and growing.
- You are flexible: You understand that the needs of a team and organization today may well be different from its needs as it grows to a larger size, and you thrive on the challenge of building systems that can grow with the organization.
- You have a real human sensibility: You are a people person and can successfully engage with all stakeholder groups. You understand what makes people tick, how to connect with their intellect and passions and how to move them to action.
- You love working with people: You are excited to work with a small, very agile, fast-moving and sophisticated team. You strive to bring out the best in each team member. You are committed to building a culture of caring, thriving and excellence within the team.

Your experience includes

- At least 8 years of successful social enterprise operations leadership in at least one fast-growing organization with a focus on team building, performance management, operations execution,

budget building and financial management, and administration; you have likely played an operational leadership role in the past.

- At least 5 years experience growing and leading teams.
- Demonstrated experience managing operations for nonprofits with budgets of \$1 million or more
- Superb relationship management, interpersonal, and communication (written and oral) skills, including the ability to inspire and hold accountable diverse internal and external stakeholders.
- Experience working with fiscal agents ideal, but not required.
- Bachelor's degree required, Master's degree in a relevant field of study a plus.

This position is envisioned as a full-time leadership role in our innovative, growing organization. Compensation is commensurate with experience.

Project Equity is an independent operating project of the nonprofit umbrella organization, Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org)

Multiplier and Project Equity celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and Project Equity are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and Project Equity prohibit discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other non-merit based factor.

APPLY HERE: Please fill out the online application and attach your resume and cover letter. In your cover letter, please explain what motivates you to work with Project Equity, and how your experience, skills and commitment will advance our work to create a more equitable economy.

Learn more at www.project-equity.org.