



Position Announcement: Chief Operations Officer Located in: Research Triangle Park, NC

Triangle Community Foundation (TCF) is seeking a Chief Operations Officer (COO) to provide direct support for the President & CEO (CEO), overseeing the Foundation's overall operations – with an emphasis on the integration of all departments to successfully and efficiently execute the Foundation's strategies – and serving as a lead decision maker in the chief executive's absence.

TCF brings together the financial resources of individuals, families, and businesses to support nonprofits in four counties of the Triangle region: Chatham, Durham, Orange, and Wake. Committed to making the Triangle the best it can be, TCF inspires and mobilizes giving, leadership, and action. Established in 1983 with a single gift of \$1,000, TCF now manages over \$300M in assets and has invested \$24M to support nonprofit organizations and individual scholarships. Together, TCF's 21-person staff and 17-member board oversee the Foundation's philanthropic funds and charitable grants.

TCF is committed to living into its values of community, equity, leadership, and legacy, and has identified three aspirational directions to ensure it stays on course:

- *Cultivate and Inspire* donors and partners who are engaged and representative of the community.
- *Build Strong Leadership* within the Foundation and across the Triangle that is inclusive, innovative, and collaborative.
- *Advance Equity* within our organization and through partnerships to address immediate needs and systems change in our region.

What will you do as TCF's next COO?

The COO manages the day-to-day operations of the Foundation, overseeing internal functions and policies related to human resources, information technology, and office, data, and grants management, and providing support for three direct reports:

- **People and Operations Generalist:** Primarily responsible for HR administration and office management, serves as backup for grants and accounts payable
- **Grants Manager:** Administers grants processing and nonprofit due diligence
- **Senior Data Strategy Officer:** Serves as the lead for TCF's database and donor operations and reporting,

The COO works directly with TCF's CEO and leadership team, supporting them by building an operational plan that supports the Foundation's goals. In this capacity, the COO can expect to:

- Implement strategic and annual operating plans, integrating all aspects of the organization's work

- Collaborate with the CEO and leadership team to lead the strategic planning process
- Partner with the CEO and executive team in effective management of the board, including planning for and participating in regular board meetings, committee meetings, and the annual board retreat; serve as the primary interface to, and support for, the Governance Committee
- Create, maintain, and/or oversee systems and processes to ensure effective management of the daily activities of Foundation staff; make recommendations for enhancing operations, improving vendor-provided services, and maximizing operational investments
- Ensure legal, regulatory, and ethical compliance, including scanning the environment for changes that will affect the Foundation
- Establish, regularly review, and implement internal policies and procedures, ensuring they are current, complete, and relevant; lead the bi-annual National Standards review
- Assume a lead role on various fund stewardship, and estate settlements
- As needed, serve as an ambassador and effective speaker for TCF at both TCF-led and select external events
- Serve as a model for the organizational culture, living out and enforcing the Foundation's core values
- Identify and implement strategies related to TCF's diversity, equity, and inclusion framework; communicate and exhibit a commitment to equity in all aspects of TCF's operational and organizational functions
- Oversee human resources functions, including compliance with employment laws, salary and benefits administration, employee leave administration, annual performance appraisal process, periodic compensation reviews, and assistance with employee searches and new employee orientation
- Administer legal documents related to contracts, personnel, investments, and other matters; serve as the liaison to General Counsel for periodic review of fund guidelines and agreements, gift acceptance, and other policies
- Establish and apply risk management policies and procedures, including business insurance, compliance, and records management
- Manage the implementation and support of information technology for the Foundation, identifying opportunities for improvement, ensuring effective controls, and safeguarding TCF assets through cybersecurity measures
- Oversee the use and maintenance of the Foundation's office facilities

Key lived experiences, attributes, and skillsets sought in the COO

The ideal candidate will have a strong belief in TCF's mission, values, and vision for the Triangle. Additionally, the COO will possess a myriad of attributes, skills, and qualifications among those listed below:

- Broad experience with, and understanding of, the full range of business functions and systems, including strategic and operational planning, budgeting, business analysis, information technology, human resources, and legal
- Strong problem solving and project management skills, with the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment
- Creative resourcefulness and the desire to embrace innovation



- Capacity for managing and leading people, both directly and indirectly
- Team building mindset with experience scaling up organizations
- Ability to act and react as necessary, even if limited information is available; capable of taking charge of a situation
- Demonstrated ability to develop positive, productive professional relationships with diverse stakeholders
- Continuous improvement mindset with a results-proven track record of identifying and implementing operational improvements
- Resourcefulness to effectively build organizational and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Proven ability to manage multiple priorities and deliver against deadlines while maintaining the flexibility necessary to adapt, respond, and meet the needs of the organization
- Facility to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- Skills to enforce accountability, develop and empower top-notch leaders from the bottom up, lead from the top down, cultivate entrepreneurship, and learn the strengths and weaknesses of the team to put people in a position to succeed
- Significant executive leadership experience with a for-profit or nonprofit organization
- Experience working in a values-driven organization will be highly prized
- Solid educational background with an undergraduate degree or equivalent work experience; MBA, JD, or similar advanced degree highly desired

Think you are the next TCF COO?

To apply, click on the link to the COO position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs). You will see instructions for uploading your cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact staci@armstrongmcguire.com. No phone calls, please. To ensure an equitable process, all applications MUST be received through the designated portal and no applications will be accepted by email or directly from third-party posting sites (such as Indeed or LinkedIn).

Salary is commensurate with the requirements of the position and starts in the \$115K range. Benefits include medical, dental, vision, life, accidental death and dismemberment, short-term, and long-term disability insurance; FSA, HSA, and HRA options; paid time off; and paid holidays.

TCF actively seeks a diverse pool of candidates and is committed to a policy of equal employment opportunity without regard to race, color, national origin, religion, disability, gender, gender identity, sexual orientation, or age.