



## Chief Operating Officer

### Organization

Located in Morris county, NJ, Nourish.NJ is a 501c3 non-profit that creates lasting solutions to the problems of hunger, homelessness and poverty. The organization offers food, housing, work readiness, medical, social and educational services 365 days a year in a warm, safe and caring environment, free of charge, no questions asked. For more information see [nourishnj.org](http://nourishnj.org)

### Job Summary

Nourish.NJ is seeking a mission-focused, seasoned, strategic, and process-minded leader with experience scaling an organization, leading a management team, and developing a performance culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at nourish.NJ deliver measurable, cost-effective results that make the vision a reality.

The role will manage up to 15 employees with a number of direct and indirects reporting to them. The COO and Team will have oversight and responsibility for the entire food acquisition, preparation and delivery process; free food pantries and farmers' markets; and management of the volunteer program that is vital to the delivery of food to our guests and recipients.

This is a hands on role with challenging day to day operational responsibilities. The individual will be required to manage multiple sites throughout Morris County, NJ.

### Responsibilities

- Reporting to the CEO, the COO will lead all internal operations of the organization and will have the following responsibilities:
- Working with the CEO continue to develop and update the strategic Plan. Among other key deliverables, identify geographic growth opportunities and priorities.
- Working in partnership with the CEO, create and implement new processes to achieve the strategic goals of the organization.
- Serve as the internal leader of the organization:
  - Coordinate the annual operations plan.

- Lead the performance management process that measures and evaluates progress against goals for the organization.
- Provide a strong day-to-day leadership presence for all staff.
- Increase key impact measurements and report regularly on them. As necessary adjust KPI's and impact measures to better monitor and measure performance.
- Instill a human capital development and coaching culture within nourish.NJ and upgrade human resources functions including training, development, compensation and benefits, employee relations, performance evaluation and recruiting.
- The successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, is it also critical that the team retain the culture that drives the organization.

## Qualifications

The ideal candidate will have the following qualifications and skills:

- Solid educational background—undergraduate degree required, MBA or similar advanced degree highly desired.
- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.
- General Management—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.
- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.
- Strategic Vision and ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.
- Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has demonstrated experience in scaling up organizations; ability to connect staff both on an individual level and in groups; capacity 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 so as to put people in a position to succeed.
- The role will require the candidate to have a driver's license and a car.

Nourish.NJ is prepared to offer a very attractive compensation package, including a competitive base salary as well as health, 403(b), and PTO benefits. Only candidates easily commutable to Morris County, NJ will be considered.

**Interested candidates should apply to [coosearch2021@nourishnj.org](mailto:coosearch2021@nourishnj.org).**

nourish.NJ provides equal employment and advancement opportunities to all employees and applicants for employment, without regard to race, color, religion, age, sex, pregnancy, gender, disability, national origin, ethnic background, citizenship, veteran status, sexual orientation, gender identity and expression or any other characteristic protected by applicable law.