

WASHINGTON  
**STEM**  
**CHIEF OPERATING OFFICER JOB DESCRIPTION**

## BASIC INFORMATION

**Job Title:** Chief Operating Officer

**Status:** Full Time, Exempt

**Place of Performance:** Seattle, Washington

**Travel Requirements:** Limited (10%) overnight travel

**Supervisor:** Chief Executive Officer

**Direct Reports:** Director of Finance, Accountant, HR and Finance Manager, and Financial Analyst (to be hired)

## THE OPPORTUNITY – About Washington STEM

Join a team that is passionately committed to advancing economic opportunity by inspiring and preparing Washington youth for high-demand careers and lifelong learning through a focus on science, technology, engineering, and math (STEM) education. Washington STEM and its [regional STEM Networks](#) and community partners create solutions and change policies to bring the best STEM education to Washington students, especially students of color, females, and youth living in high-poverty and rural communities. Our goal is for every Washington youth to realize their full potential and thrive in our innovation-driven economy and society. Launched in 2011, Washington STEM has a track record of success, a highly engaged [board of directors](#), and an entrepreneurial and results-driven spirit. Located in an innovation center just south of Puget Sound's thriving technology hub, our organization has a close-knit culture in which we place a high priority on communication, collaboration, fostering diversity, equity, and inclusion where each person is supported to thrive, and having fun together. We are in search of a chief operating officer who will advance the organization's values and impact through positive leadership and management. For more information about Washington STEM, please visit our [website](#).

## POSITION SUMMARY

The chief operating officer (COO), a new position within Washington STEM, is an outstanding opportunity for a highly-motivated finance executive with operational experience to assume a pivotal role in a fast-growing, highly-respected organization. The successful COO is a mission-focused, strategic, and creative process-minded leader and manager with proven experience scaling an organization and leading a team of diverse, talented individuals. Reporting directly to the CEO, the COO will ensure the organization has the financial strategy and stewardship, operational controls, and systems in place to foster growth, sustainability, a culture of learning, inclusion, and high-performance while delivering cost-effective results. The COO engages in a wide range of functions including general management and operations; strategic planning and performance measurement; developing financial models, supporting resource development, and managing complex budgets; overseeing investment, audit, and legal affairs; and leading human capital and technology management. The COO also serves as the primary liaison to the [Washington State Opportunity Scholarship](#), the nation's first public-private scholarship supporting low- and middle-income youth to earn STEM and health care degrees, and manages an investment portfolio of over \$100M.

## PRIMARY RESPONSIBILITIES

## Organizational Leadership and Management

- Lead the design and execution of the organization's business and operating model, financial strategy, budget, and performance management systems to maximize impact and foster sustainability.
- Partner with CEO and senior leadership team to develop and execute against multi-year strategic goals and annual workplans.
- Lead development and management of board- and executive- level key performance indicators; lead and manage rigorous and agile performance management processes to advance organizational learning, improvement, and effectiveness. Support Washington STEM's strategic board engagement and stewardship.
- Foster efficient and effective cross-functional teamwork and results-oriented deliverables. Mentor and coach direct reports and support teams, delegating work streams effectively, fostering professional growth and holding team members to a high standard of excellence.
- Model ingenuity in leading the evaluation and development of cost-effective and efficient systems, processes, and contract relationships to maximize staff success and impact.
- Partner with CEO and WSOS executive director to provide exceptional program administration services to WSOS and the State of Washington, including financial strategy and management, human capital, technology, and to optimize strategic relationship and programmatic/management efficiencies between the two organizations. Represent Washington STEM to WSOS board (including staffing the WSOS finance committee) and Washington state legislature, agencies, and administrators.

## Financial Strategy and Management

- Provide financial analysis and decision-making support to the CEO, board, leadership team, and strategic partners in order to guide revenue generation, resource allocation, investment decisions, and project plans. Staff Washington STEM's board-led finance committee.
- Oversee investment portfolio and cash management and policies for Washington STEM and WSOS (with combined assets totaling over \$100M) in accordance with federal and state laws and regulations.
- Partner with CEO and senior leadership to design resource development strategy, including philanthropic and earned revenue. Support development of successful proposals and other acquisition strategies while establishing systems and processes to help steward donor/client intent in the management and reporting of funds.
- Lead and manage the investment, finance, and accounting functions and team. Oversee the timely and accurate development and management of budgets, financial reports and models, and operations including general ledger, accounts payable and receivable, fixed assets, prepaids, credit card expense reporting, payroll processing, monthly reconciliation, and monthly and year-end close.
- Review and manage (and establish as needed) internal systems, controls, processes, and procedures to ensure the integrity, accuracy, compliance, and utility of financial information and reporting.
- Oversee successful completion of annual audits, IRS filings, and other mandated reporting for our 501(c)(3) nonprofit organization. Partner with and manage tax accountants in managing required IRS returns.
- Responsible for grants and contracts management, including designing program budgets for proposals and business plans, negotiating contracts and awards, forecasting spending, and providing decision support to program management, all while ensuring compliance with donor and contractor requirements.

## Legal Affairs, Grants and Contract Management

- Lead proactive coordination of matters with legal counsel, including contracts, intellectual property, grant agreements, human resources, and other matters as appropriate.

- Maintain the integrity and compliance of corporate governance policies and related documents.
- Create, negotiate, and sustain productive vendor, banking, and contractual relationships and serve as primary liaison with related third parties.
- Evaluate and proactively oversee risk management and insurance issues.

### Talent and Technology

- Partner with CEO and team to foster organizational culture and values to foster diversity, equity, and inclusion, results, learning, and improvement.
- Lead and oversee human capital strategy and human resources activities, including hiring, professional development, performance management, salary administration, and benefits administration. Instill and foster a culture of coaching and learning.
- Assess the current technology infrastructure and processes. Scope out and execute the next level of information technology, operating, and financial systems that support the growth, effectiveness, and efficiency of specific programs and the organization overall.
- Lead and manage technology, strategy, investments, policies, and contract vendors. Assess, create, and implement streamlined solutions to support operational effectiveness and provide timely and accurate reporting, reimbursements, etc.

## QUALIFICATIONS

- Results-proven track record of exceeding goals and a bottom-line orientation and a high level of business acumen including successful P&L management against a budget of at least \$4M.
- Action-oriented – enjoys working hard and looks for challenges; can overcome resistance to leadership and take unpopular stands when necessary.
- Successful leadership and management experience and a demonstrated ability to lead, develop, and support high-performing boards and teams.
- Experience leading strategy development against complex goals, business and financial modeling and analysis, and design and use of performance measurement and management systems and tools.
- Experience with investment management highly desired.
- Experience with grants management, accounting, and technology-enabled operational processes.
- MBA, graduate, or Bachelor’s Degree in finance, accounting, or other relevant field (or equivalent employment and learning experience).

## KNOWLEDGE, SKILLS, AND ABILITIES

- Desire to work with people of diverse backgrounds, cultures, and perspectives.
- Strong alignment with our organizational mission and values.
- Entrepreneurial mindset and the ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner.
- Excellent interpersonal skills and a strong customer service orientation.
- Strong critical thinking and creative problem-solving skills.
- Ability to extract meaning from numbers and present analysis clearly and concisely to people with varying degrees of financial knowledge.
- Strong project management and organizational skills with a record of developing and strengthening systems and processes.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving skills to achieve shared goals.
- Effective negotiating and contract management skills.

- High-level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint), Adobe (Acrobat DC), and Abila MIP Fund Accounting or other accounting software preferred.
- High-level knowledge of GAAP, including intercompany transactions and exposure to nonprofit accounting practices, or the ability to develop fluency and insight required to support these functions.
- Ability to periodically participate in meetings and events outside of core business hours.
- Ability to work well in an office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs.; regular walking, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required.

## BENEFITS

- This is a new position within Washington STEM and is an outstanding opportunity for a highly-motivated finance executive with operational experience to assume a pivotal role in the evolution of a fast-growing, highly-respected organization. As such, compensation for this role is competitive. The starting salary will be commensurate with candidate experience. The salary range is \$150,915 - \$226,372.
- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance.
- Generous paid time off and holidays.
- Matching 401(k).

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in this role as well as responding to these questions:

- 1) What does it mean for you to have a commitment to diversity and equity?
- 2) How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Please submit this information to Stephanie Beck-Tauscher at [Stephaniebt@resourcefulhr.com](mailto:Stephaniebt@resourcefulhr.com). Applications will be accepted and reviewed until the position is filled. If the position is visible on our website, it remains open.