

Title: Deputy Director/Chief Operating Officer

Reports to: Executive Director

Location: Emeryville, CA

Salary: DOE

Type: Full-time/exempt

Deadline: Open until filled. Qualified applicants will be screened and advanced on a rolling basis. First application review will be on October 15th.

About Gender Spectrum

Gender Spectrum is a nonprofit founded in 2007. We are a national leader focused on addressing issues related to children, youth and gender, with a mission to create a gender-inclusive world for all. To accomplish this, we help families, organizations, and institutions increase understandings of gender and consider the implications that evolving views have for each of us.

We've come a long way since our inception. We have developed a reputation as the national leader on issues of youth and gender. We run the oldest and largest conference in the world specifically for trans and non-binary kids and their families. In addition, as the trusted experts in this field, we educate and train youth-related professionals. Last year alone we trained educators of 33 million children on youth and gender.

To serve the growing demand for support and information throughout the country, we launched an online forum called The Lounge. The Lounge provides online content, community and discussion groups for youth, family members and professionals. This is a key focus of the organization now and will be even more so in the future. We have members of the online community from all 50 states, 47 countries (at last count), and every continent.

These are just a few of our programs. We have other projects in the works, including an expansion of our impact in the corporate world.

About the Deputy Director/Chief Operating Officer Position

Gender Spectrum has been growing steadily and is now seeking to accelerate our growth. The organization is looking for a Deputy Director (DD)- a mission-focused, strategic, and process-minded leader with experience scaling an organization, leading a team, and developing a performance culture among a group of diverse, talented individuals. The DD will operate as the internal leader of the organization. This includes managing approximately 8 staff and spearheading a data-driven culture of accountability and teamwork. The DD will partner closely with the Executive Director (ED) to chart Gender Spectrum's future growth and strategic response to an ever-increasing demand for the organization's services. To this end, the DD will develop and implement more sophisticated policies and procedures to guide the organization at this critical stage of development.

Responsibilities

Organizational Management: The DD will provide organizational management to guide the systems and processes of Gender Spectrum. Must have a strong business acumen, including successful P&L

management, and awareness of nonprofit industry trends and developments. Guide, challenge and inspire the team to implement the mission. Lead internal implementation and evaluation processes around new ideas and organizational strategies. Work closely with the ED to serve as thought partner and implement and carry out the organization's strategic plan. Take the lead on outcome and data measurement and support the ED's efforts to report successes and challenges to the Board of Directors and to funders. Manage the financial and administrative needs of the organization.

People Management: Provide a strong day-to-day leadership presence for staff. Responsible for the recruitment, orientation, employment, and release of all personnel, both paid staff and volunteers. Ensure that job descriptions are clear, that regular supervision sessions and performance evaluations are held, and that sound human resource practices are in place. Cultivate and integrate our organizational values and attract, retain, reward, and motivate diverse, top quality staff and volunteers.

Activities include:

- Working in partnership with the ED to create the strategic five-year plan and implement processes and approaches to achieve it
- Coordinate the annual operations plan and budget
- Lead the performance management process that measures and evaluates progress against goals for the organization
- Upgrade human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation and recruiting
- Develop an accounting system that provides the organization with quick access to financial information and enables strategic budgeting
- Analyze the current technology infrastructure and scope out the next level of information technology and financial systems that support the growth of specific programs and the organization overall
- Fundraising—function reports to ED; dotted-line reporting to DD on:
 - Budgeting
 - Development and implementation of systems for reporting, measurement and supporting revenue generation
 - Administrative aspects including proposal preparation and grant writing
- Work with the Board of Directors as needed

Education & Experience

- Must be mission-focused, experienced, strategic and process-minded leader with a demonstrated ability to develop a performance-driven culture among the team
- A belief in the core values of Gender Spectrum and a demonstrated passion for leading organizational and social change
- Strategic vision and agility; ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan
- Proven track record of meeting or exceeding goals, evidence of ability to make good decisions through a combination of analysis, judgment, experience, confidence and sensitivity
- Proven leadership and management experience with a track record of effectively leading and scaling an organization
- General management skills—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

- Excellent oral and written communication skills combined with exceptional project management skills; systems- and process-orientation required
- Ability to balance the delivery of programs against the realities of a budget
- Experience with fostering a data-driven culture, knowledge of research and evaluation best practices, and how to design, collect and report data to help inform program design
- Self-directed, entrepreneurial, adaptable, and able to work with people with diverse backgrounds, experiences and identities
- Calm, patient, and professional demeanor
- Bachelor's degree required; Master's in business, nonprofit management or similar field preferred
- At least 10 years professional experience managing and driving strategy and organizational leadership in a nonprofit or social enterprise setting

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a growing, highly respected organization. We are seeking an individual of exceptional quality with a respected track record. Gender Spectrum offers an excellent benefits package including generous PTO, employee health insurance, and access to a retirement savings plan.

To Apply

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position to hr@genderspectrum.org. Applications will be reviewed on a rolling basis.

Gender Spectrum is an equal opportunity employer and we value diverse perspectives and experiences at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. People of color and gender-diverse people strongly encouraged to apply.

Note: We will contact you within two weeks of receipt of your submitted materials if we would like to discuss the position with you further. Due to the large volume of responses we receive, If you have not heard from us by that time, then we have determined that you do not meet the essential qualifications and requirements for the position.