



Chief Operating Officer

- Job Description -

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Chief Operations Officer (COO) is a highly skilled and experienced operational manager, strategic thought partner and leader of organizational culture. The COO will play a critical role in the refinement, design and integration of organization wide, cross-team systems and processes to ensure alignment and increased operational efficiency. The COO will drive the operationalization of the strategic plan with a human-centered focus. The Chief Operating Officer supports the President & CEO and members of the leadership team and reports directly to The Hunt Institute's Vice President. The position is based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Works collaboratively to develop and/or improve systems, processes, controls and procedures that improve the overall efficiency of the organization.
- Provides day-to-day operational leadership and support to staff that mirrors the mission and core values of The Hunt Institute with the highest level of personal and professional integrity.
- Provides timely, accurate and complete reports on the operating condition of The Institute.
- Coordinates and ensure strong execution across the leadership team in accordance with the strategic plan and drive strong cross-team systems.
- Develops and strengthen financial expertise in team members and build systems across teams; strengthen financial skills of team members to maximize resources for impact.
- Responsible for oversight, input and developing best practices for Human Resources and related functions listed, but not limited to; benefits, payroll, 401k, HR policies, procedures, documentation, on-boarding employee experience, culture, employee accountability, performance measures and evaluations, employee handbook and compliance.

- Helps manage grant activity related to day-to-day operations; including financial auditing, overseeing outcomes and reporting.
- Collaborates with the leadership team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of our organization.
- Demonstrates a willingness to take on new tasks with a general attitude that no task is too small, impossible, or cannot be improved.
- Ensures President & CEO's and Vice President's expectations are readily met and exceeded.
- Fosters a success-oriented, accountable environment within the organization.
- All other duties as assigned.

Qualifications

- Commitment to The Hunt Institute's mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
- Solid understanding of staff management, industry specifics and business strategies.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to engage diverse audiences, including senior-level elected officials, both as a discussion moderator and in one-on-one conversation.
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and meet deadlines.
- Ability to pay attention to accuracy and detail while thinking broadly.
- Preferred Bachelor's degree in business administration, finance, economics, or closely related field which will provide knowledge of the principles, practices and administration of business and nonprofits.
- Minimum of 10 years' experience leading high-performing teams.
- Ability to travel (anticipated 10-15%).

Ideal candidates will also demonstrate:

- Excellent problem-solving and critical-thinking skills.
- Superior management and interpersonal skills.
- Ability to remain calm and focused in stressful situations.
- Resourcefulness and good judgment.
- Experience working with and/or for elected officials.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.

- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute’s mission, vision, financial stability, and success.

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

The Institute feels passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$125,000 – \$139,500.

Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

*To apply: Please submit cover letter, along with a résumé or CV, and a writing sample (no more than five pages; sections from a longer paper can be submitted) to applicant@hunt-institute.org with the subject line “Last Name – COO.” No phone calls, please. **Priority will be given to applicants who apply by September 30, 2022.***