



Chief Operating Officer

Job Title: Chief Operating Officer
Reports to: Chief Executive Officer
Salary Range: \$130,000-\$150,000
Location: San Francisco

About Tawonga

Tawonga's mission is to provide educational and recreational programs for children, adults and families that foster self-esteem, lifelong friendships and community, connections with nature, commitment to justice, and positive Jewish identity and spirituality. We run programs at our residential campsite next to Yosemite National Park and in the Bay Area, serving over 5,000 people a year.

About Camp Tawonga's Culture

At Camp Tawonga, we are a caring, collaborative, joyous group of professionals who take great pride in fulfilling our mission and having fun while doing it. We have deep respect for our community, the children and the families who participate in our programs; for nature and the physical world; and for the Jewish value of "tikkun olam" – repairing the world. Our team has taken many different paths to arrive at Tawonga, from growing up as campers at Camp to being brand new to working at a summer camp or even a nonprofit. We are a Jewish organization, and we welcome and are inclusive of all staff and community members, Jewish and non-Jewish alike. We are committed to JEDI (justice, equity, diversity and inclusion) and the ongoing reflection, learning and action required to be aligned with these values and create and sustain a race equity culture.

Equal Opportunity Employer

Camp Tawonga is an Equal Opportunity Employer, values diversity and is committed to being an equitable and inclusive environment for all employees. We are committed to building a team that represents a variety of backgrounds, perspectives and skills, and to hiring people of color, LGBTQ+ individuals and women. All employment is decided on the basis of qualifications, merit and organizational need.

Job Purpose and Description

The Chief Operating Officer (COO) is a key member of Camp Tawonga's Executive team and serves as a trusted advisor and partner to the Chief Executive Officer (CEO). The COO is charged with leading, managing, and overseeing the overall business performance and functions of the organization. This role is responsible for financial management and oversight, human resources, people and culture, legal/compliance, buildings and grounds and facilities, and IT. The COO will work closely with the CEO, other senior staff, the Board of Directors, and various Committees of the Board of Directors.

Supervisory Responsibilities

- Directly supervises the Senior Director of Finance, the HR Manager and Payroll Administrator, and the Buildings and Grounds Manager, who is based at the Camp property in Groveland
- Indirectly supervises the Controller, two Staff Accountants, and three Buildings and Grounds technicians based at the Camp property in Groveland; partial indirect supervision of the Executive Assistant/Operations Coordinator for office and SF facility functions

Essential Duties and Responsibilities

- Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Finance

- Supervise and ensure quality and accuracy of all accounting functions, including budgeting (operating and capital), forecasts, and audits
- Ensure accuracy and timely delivery of reports to staff, Board, and other key stakeholders
- Lead financial strategy and related business initiatives, including financial models and planning for program expansion and organizational growth
- Oversee and ensure appropriate internal controls and policies
- Lead, support, and inspire finance team

Human Resources, Organizational Culture

- Lead and oversee full employee life cycle (recruitment, hiring, retention, termination)
- Collaborate with CEO and other relevant staff on organizational culture initiatives; drive organizational culture improvement
- Oversee payroll processing and related payroll functions
- Oversee benefits and benefits administration
- Manage compensation strategy and annual compensation benchmarking
- Manage and drive improvement of HR and organizational policies and practices
- Lead and support annual goal setting and evaluation process
- Manage employee relations and staff performance issues as necessary
- Lead, support, and inspire human resources team
- Oversee executive assistant's work to support employee morale and foster a positive workplace culture through celebrations, in-person gatherings, retreats, staff meetings, and other means
- Oversee employee performance and satisfaction tools and programs including but not limited to evaluations, goal setting and professional development

Insurance, Legal, Compliance

- Manage and oversee agency's insurance portfolio, including annual \$1M property insurance portfolio
- Lead agency's relationship with insurance broker(s); collaborate and drive agency insurance and risk mitigation strategy
- Ensure compliance with applicable local, county, state, and federal laws and regulations, including relevant fees and tax filings
- Ensure compliance with applicable local, county, state, and federal employment laws and regulations; ensure staff are aware of key employment compliance obligations

- Consult, as necessary, with outside counsel
- Serve as the primary point of contact for contracts and contract negotiations
- Maintain culture of compliance within organization, including oversight and implementation of staff trainings

Buildings and Grounds, Facilities

- Oversee functions and performance of physical San Francisco office
- Oversee functions and performance of Camp property and infrastructure
- Oversee Buildings and Grounds Crew and their annual projects to maintain and improve camp facilities and infrastructure
- Lead Camp-based risk management and mitigation strategies
- Supervise and coordinate annual inspections (e.g. insurance, Department of Health, etc.) and annual reporting to government agencies
- Work with Senior Director to support land stewardship and forest management strategies
- Serve as agency's primary point of contact with contractors and consultants for capital projects

Information Technology

- Define and implement agency technology strategy to support phones, computers, internet and other technological needs in our San Francisco office, Groveland Camp property, and for remote employees
- Select and manage outsourced IT vendors
- Ensure agency's technology portfolio is coherent and works to support employees and their productivity
- Ensure adequate IT security measures are in place

Board

- Attend and support the Senior Director of Finance as they co-lead the Finance Committee (5 times/year)
- Partner with Board Treasurer on financial oversight of the organization
- Attend and serve as the staff lead on Buildings and Grounds Committee (6-8 times/year)
- Attend and present at Board meetings (6 times/year)
- Attend and present at Board retreats (2 times/year)
- Attend and serve as the staff lead on the Campership Committee (4 times/year)
- Partner with CEO to collaborate with the board on leading the organization

Other Responsibilities

- Support CEO with strategic and key decision making as necessary
- Support with non-finance, agency-wide needs as necessary (e.g. summer bus duty)
- Support with incidents as needed

Training, Experience, Skills, and Qualities

Required

- Minimum 7 years of relevant non-profit executive experience
- Minimum 10 years of experience in operations management or related field
- Minimum 5 years of supervisory experience; excellent supervisory skills

- Demonstrated experience supporting CEO or equivalent positions; ability to drive improvement
- Strong analytical and problem-solving skills
- Strong knowledge of HR and compliance landscape
- Experience with budgeting and reporting
- Excellent verbal and written communication skills in English
- Excellent interpersonal skills
- Excellent time management skills
- Prior experience engaging with Board of Directors
- Proven ability to translate technical information into layperson's terms
- Diplomacy, tact, friendliness

Preferred

- MBA, MPA, or equivalent advanced degree
- SHRM, PHR, or equivalent HR certification
- Working knowledge of CA employment law landscape
- Non-profit finance experience
- Experience with capital construction projects
- Experience with facilities management
- Experience with small business IT
- Experience with residential camping
- Experience with people operations and creating organizational culture

Supervision

- This position reports to the Chief Executive Officer

Software

This position will heavily use the following types of software:

- Microsoft Office/Google Suite
- Gmail and Google Calendar
- Quickbooks Desktop
- Divvy (corporate credit card)
- CampMinder (camper/family database)

Physical Demands

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations will be made that enable people with disabilities to perform the essential functions:

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment, especially a computer
- Standing, walking, kneeling, and frequent sitting with some lifting up to 30 pounds

Worksite

- Tawonga's year round team currently works mostly remotely with a few days in the SF office per month and frequent trips to our Groveland site, as necessary depending on position

Work Environment

- Noise level is moderate

Special requirements

- Willingness to work on evenings, weekends and holidays as needed

Normal working hours

- Monday through Friday, 9am - 5pm
- Some evenings and weekends for board meetings, board retreats, and camp programs

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that are required of the employee for this job. Job duties, responsibilities and activities may change at any time with or without notice based on the needs of Camp Tawonga.

Compensation and Benefits

This is a **full-time, exempt, year-round**, and **benefited** position. The **pay range** for this position is **\$130,000-\$150,000**. Camp Tawonga offers a competitive compensation package which includes medical, dental, life insurance, retirement with company match and contribution, and paid sick and vacation leave.

To Apply

To ensure consideration, please submit a resume and cover letter explaining your qualifications for and interest in the position. Send applications to **kevin@tawonga.org** with, **“COO”** in the subject line. Applications will be accepted on a rolling basis, and Tawonga is seeking to hire for this position as soon as possible.