



JOB ANNOUNCEMENT

Chief Operating Officer – Full-Time Exempt

TransForm, a leading environmental and social equity nonprofit, is seeking an experienced professional to join our executive team in a newly created position of Chief Operating Officer.

ABOUT TRANSFORM

TransForm works to create world-class public transportation and walkable communities in the Bay Area and beyond. We build diverse coalitions, influence policy, and develop innovative programs to improve the lives of all people and protect the environment. We can only achieve this mission by working with people from a broad range of backgrounds and perspectives.

TransForm and our regional coalition partners have helped to win literally billions of dollars and groundbreaking policies in support of public transportation, smart growth, affordable housing and bicycle and pedestrian safety in the Bay Area. TransForm has also launched a series of innovative programs that help create more people-friendly places by increasing the number of children walking and biking safely to school and engaging people in planning for great communities. TransForm's work in the Bay Area is often used as a model for change at the state and national level.

Over the past two years we have been expanding our state-level work to increase funding for public transportation and ensure that California's laws to combat climate change also create more walkable communities, promote affordable homes and save open space.

TransForm is an entrepreneurial organization with a collaborative and inclusive culture. Over the past four years we have tripled the size of our staff to 30 members and increased the number of collaborations we coordinate. Our main office is in downtown Oakland and we recently opened satellite offices in Sacramento and San Jose.

ABOUT THE POSITION

TransForm is creating the position of Chief Operating Officer to provide leadership on organizational development and oversight on finance and administration. TransForm is expanding the executive team to complement the expertise of the Executive and Deputy Directors and to allow them to dedicate more time to policy initiatives and program development.

This is a unique opportunity to play a leadership role in shaping the future development of a highly respected, nationally recognized organization. The position is based in our Oakland office and will report to the Executive Director. The Chief Operating Officer will lead a four-person administrative team that includes our Finance Director and Office Manager.

KEY RESPONSIBILITIES

Responsibilities of the COO will include:

Organizational leadership and management: Lead the design and implementation of organization-wide planning and systems; develop the organization, its values and culture in partnership with the Executive Director and Deputy Director.

Organizational planning: Develop TransForm's annual operational plan; track progress on TransForm's strategic plan; oversee financial planning and operational policies, including TransForm's equity and inclusion policy; and advise on TransForm's staff structure and the centralization of systems to increase organizational efficiency.

Financial: Oversee financial management.

Board development and relations: Work with the Executive Director to support Board operations and Board development. Attend Board meetings and relevant Board Committees.

Risk management and legal activities: Oversee risk management, contract management and other legal activities.

Human Resources/personnel: Oversee and manage the HR function and HR policy development. Design and conduct needs assessments. Support the overall vision for TransForm's workplace environment.

Office management & information technology (IT): Oversee office management and IT systems to support the smooth functioning of TransForm's offices.

Staff management: Provide staff directly reporting to this position with professional growth opportunities and annual goals that support TransForm's operational plan.

QUALIFICATIONS AND ATTRIBUTES

We are seeking a candidate with the initiative, skills, and sensitivity needed to create systems that increase organizational effectiveness while supporting TransForm's dynamic, creative culture.

Essential qualifications and attributes

- Substantial executive and/or senior level leadership and management experience, including the areas of organizational development, operations and finance described above.
- Strong track record in creating systems that increase organizational effectiveness.
- Demonstrated ability to articulate and implement strategies for organizational development that account for organizational culture and promote collaboration and inclusion.
- Demonstrated ability to be analytical, persuasive and work in partnership with staff to achieve results.
- Ability to partner with the Executive Director in building a strong Board of Directors.
- Passion for making positive social change in the world.

Desired qualifications and attributes

- Leadership experience in highly collaborative organizations with entrepreneurial cultures.
- Demonstrated results working within a rapidly changing, fast-paced and demanding work environment.
- Experience in an organization that runs advocacy campaigns.

COMPENSATION AND BENEFITS

This is a full-time (37.5 hours/week), exempt position. Competitive salary, commensurate with experience. Compensation includes health and dental insurance, generous vacation time and an exciting, team-oriented work environment. TransForm also administers an employee contribution 403b retirement plan and contributes to the Commuter Check program. We offer a friendly, fast-paced, flexible workplace.

Our staff is focused on making positive change in the world, celebrates diversity and is committed to being intentionally inclusive in all of our relationships. TransForm is an equal opportunity employer. People of color and women are strongly encouraged to apply.

HOW TO APPLY

Interested individuals are invited to email a letter of interest and resume to:
COOjob@TransFormCA.org

Attachments should be in Word or PDF format, titled as follows:

lastname_firstname_resume.doc OR lastname_firstname_resume.pdf

lastname_firstname_letter.doc OR lastname_firstname_letter.pdf

Please, no faxes or mailed hard copies.

This position is open until filled. To see if the position is still available, please go to www.TransFormCA.org and check if it is still listed in the “Jobs” section of our website.

TransForm

436 14th Street, Suite 600, Oakland, CA

www.TransFormCA.org

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