



Open Media Foundation

The Open Media Foundation (OMF) is an innovative media and technology nonprofit dedicated to putting the power of the media in the hands of the people, enabling everyone to engage in their community and bring about the change they wish to see in the world.

More information at: <http://openmediafoundation.org/about/careers>

Position

Open Media Foundation has grown steadily and is now planning to dramatically accelerate growth. The board and executive director (ED) are looking for a mission-focused, strategic and process-minded leader to help lead a team of 20+ staff and foster a high performance culture among a group of diverse, talented individuals. The COO must be a leader who is able to help others at OMF deliver measurable, cost-effective results that make the vision and mission of OMF a reality. The successful COO will have the skills, sensitivity and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the COO bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives the OMF mission and vision.

Responsibilities

Reporting to the Founder and ED of OMF, the COO will lead all internal operations and will have the following responsibilities:

Strategic Planning and Performance Evaluation:

- Working in partnership with the Board and ED, create the strategic five-year plan and spearhead new processes and approaches to achieve the plan with diligent evaluation of progress every step of the way.
- Serve as the internal leader of the organization:
 - Coordinate the departmental operations plans and budgets
 - Lead the performance management process that measures and evaluates progress against goals for the organization
 - Provide a strong day-to-day leadership presence based on mutual accountability and integrity

- Identify and evaluate key impact measurements, including a balanced scorecard metric throughout the organization

HR and Team-Building

- Ensure consistent, company-wide adherence to core values, with the skill, authority and tenacity to overcome resistance to leadership when necessary
- Cultivate the core values within the organization
 - Direct Communication
 - Honoring our Word
 - Innovation
 - Wisdom of the Crowd
 - Self Actualization
- Instill a human capital development and mentorship culture; upgrade human resources functions including training, development, employee relations, performance evaluation and recruiting.
 - Foster the tools and reporting to provide the organization with quick access to financial and other objective data to enable strategic budgeting.
 - Working knowledge of Salesforce and encourage departments to use system for metrics and reporting
- Work with the board of directors: present to the board at quarterly meetings and serve on several board committees.

Key Qualifications

As a prerequisite, the successful candidate must believe in the core values of OMF and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change. Beyond that, we are seeking a candidate that has proven experience in scaling an organization and a demonstrated ability to both lead and build the capabilities of a driven, bright, diverse team.

The successful candidate will have demonstrated experience with data-driven management. We seek a management approach that leverages tools for collective decision-making and alignment. As noted, this is an organization driven by values, so experience in managing a values-driven organization will be highly important. Additional qualifications include:

- Evidence of the ability to consistently make good decisions through a combination of data collection & analysis, collective problem-solving, project management, and alignment-building
- Ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that help the organization run smoothly

- Exceptional capacity for managing and leading people. It is not enough to make good plans and executive decisions. Integrity requires diligent evaluation of progress towards goals and ongoing adjustments to correct course with clear accountability.
- Develop and empower top-notch leaders from the bottom up. Cultivate the strengths and acknowledge weaknesses of the team so as to put people in a position to succeed.
- Experience with a range of management tools and technologies, including project management, CRM, financial reporting and analysis, decision matrices and data-driven-decision-making, and a general familiarity with emerging technologies and models for lean and similar management methodologies.

Compensation

OMF is offering a base salary of \$70,000 to \$80,000 annually, in addition to an employer-sponsored HSA and a flexible PTO policy that includes a paid sabbatical after three years.

To Apply

Send a resume and cover letter stating why this opportunity is right for you to careers@openmediafoundation.org