

**EAST
BAY** COMMUNITY
FOUNDATION

**¡Si Se
PUEDE!**



Chief Operating Officer

EAST BAY COMMUNITY FOUNDATION

Founded in 1928, East Bay Community Foundation (EBCF) is one of the nation's first community foundations. Named the country's "boldest" community foundation in 2019 by Inside Philanthropy, EBCF is committed to advancing an inclusive, fair, and just East Bay through four core program strategies:

- **Arts and Culture for Social and Racial Justice:** Storytelling, the arts, and cultural practices have always been important tools for survival, healing, and resistance. These creative expressions build community resilience and power and give voice, agency, and visibility to communities most harmed by oppression.
- **Capacity Building with a Racial Equity Lens:** EBCF is helping to strengthen organizations and the people who lead them, working to change systems in communities that have historically received little support. We want to ensure that organizations have the sustained investments and resources they need to eradicate systemic and institutional racism.
- **Community Organizing, Power Building, and Movement Building:** We believe that social movements led by communities most impacted by injustice are the most effective drivers of change. We resource BIPOC-led groups and serve power-building organizations through long-term trust-based partnerships.
- **Fostering Inclusive Economic Models:** We address racial and economic inequities in our region through work in three areas—entrepreneurship & business ownership as pathways to wealth building; workers' rights and protections; and impact investing.

With a geographic focus on Alameda and Contra Costa counties, EBCF works so that everyone has the economic freedom to dream, heal, and belong. We advance our work through leadership, grantmaking, impact investing, and building solidarity between donors and community. We commit to deploying all our resources in service of our mission and pushing beyond industry norms to offer uniquely impactful opportunities for our fund advisers to build a just East Bay for all. EBCF manages more than 500 funds, with total assets in excess of \$600M. These include donor-advised funds, scholarships, field of interest funds, supporting organizations, and nonprofit endowments.

Joining EBCF means a commitment to advancing racial equity and transforming political, social, and economic realities. We do this by cultivating spaces that center joy and creating opportunities for dreaming, ensuring that everyone who calls the East Bay home will have the freedom to thrive for generations to come.

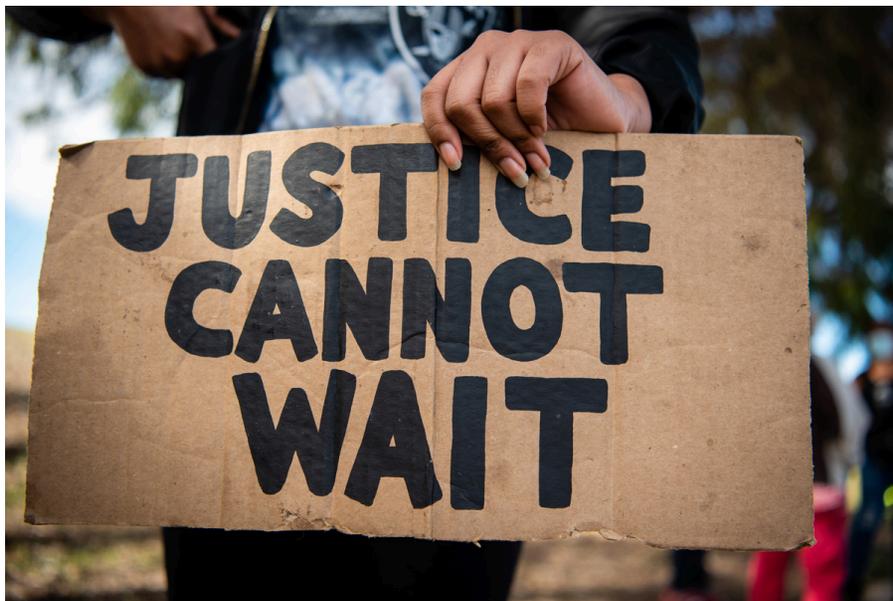
For more information on the East Bay Community Foundation, please visit ebcf.org.

THE CHIEF OPERATING OFFICER POSITION

East Bay Community Foundation (EBCF) seeks a dynamic, visionary **Chief Operating Officer (COO)** to drive operational excellence and strategic impact. As a key member of the Executive Leadership Team and trusted partner to the President, CEO, and CFO, the COO will champion cross-functional collaboration, guide critical change initiatives, and oversee core operational functions, including Human Resources, Facilities, IT, and Board engagement.

Operating within an organization committed to creating an inclusive, fair, and just East Bay, the COO will be responsible for modernizing systems, processes, and infrastructure that enable the Foundation to amplify its philanthropic mission. By cultivating a high-performance, accountable culture, the COO will free up the CEO to focus on critical community engagement, grantmaking, and impact investing.

This position calls for an experienced, collaborative, and results-oriented operations leader who embodies EBCF's deep commitment to racial equity and social justice and is energized by the opportunity to scale impact in an organization experiencing significant growth and transformation. The COO not only brings substantial operational leadership experience in the nonprofit or philanthropic sector but also excels at fostering trust, interdepartmental cohesion, and strategic clarity in a dynamic environment.



KEY STRATEGIC OBJECTIVES:

Within the first 18 months of starting, the COO should prioritize the following:

Modernizing Technology, Leveraging Data & Enhancing Operational Infrastructure: The Foundation is transitioning to a new IT and grants management system, which entails updating operational workflows. The COO will oversee the implementation of these systems to ensure smooth adoption and effective change management. By setting a clear vision, building staff capabilities, and embedding data into everyday operations, the COO will ensure that data becomes an integral part of how the Foundation operates, ultimately increasing its impact and sustainability. The COO will build and refine processes and procedures that minimize risks, improve compliance, and boost organizational efficiency, and nurture a learning culture to ensure continuous improvement. Establishing consistent, repeatable workflows will allow the CEO and senior leaders to concentrate on strategic vision and community impact.

Cultivate a High-Performance, Accountable Culture: The COO will lead and contribute to developing an organizational culture of excellence and accountability through clear governance structures, performance management systems, and transparent decision-making. They will also foster collaboration among HR, IT, and Facilities, as well as establish “connective tissue” across departments and create a well-aligned management team. In partnership with the CEO, the COO will provide strategic talent management guidance ensuring the right people are in the right roles to accelerate growth and champion interdepartmental communication that advances operational effectiveness.

Facilitate Strategic Growth & Revenue Generation: The COO should bring an innovative and forward-thinking approach to revenue and business models, positioning the foundation at the cutting edge of impactful grantmaking. The COO in partnership with the CFO will identify and capitalize on revenue opportunities, such as monetizing the conference center, to advance the Foundation’s mission. They will align and scale the operations team alongside the Foundation’s expanding philanthropic strategy to achieve success, ensuring the agility needed for future growth. By providing operational guidance through strategic due diligence, the COO will work to enhance internal systems to eliminate organizational friction, enabling quick and informed decisions on new programs and projects.

Partner with the CEO & Advance Organizational Alignment: The COO will work closely with the CEO to define and achieve ambitious Objectives and Key Results (OKRs) through 2025 and beyond. By developing and maintaining a robust performance dashboard, the COO will provide the leadership cohesion and strategic infrastructure needed to align day-to-day operations with the CEO’s broader philanthropic and community engagement objectives.

For a list of the COO position’s essential duties and responsibilities, [click here](#).





THE IDEAL CANDIDATE

The Chief Operating Officer (COO) will be an experienced executive with a strong operational and administrative management background, deeply committed to equity, inclusion, and social justice. They are passionate about advancing the Foundation's mission to cultivate a more inclusive, fair, and just East Bay. This individual has demonstrated organizational leadership and a history of managing high-performing teams, enhancing operations, and spearheading complex change initiatives. Confident yet approachable, they will act as a trusted partner to the CEO, representing their voice when necessary and allowing the CEO to concentrate on implementing their strategic vision for widespread community impact.

This leader excels in fostering collaboration and accountability, artfully balancing a supportive approach with decisive actions to ensure operational excellence and continuous improvement. They will cultivate trust among teams and departments, bolstering a culture of innovation, transparency, and respect. The ideal candidate is a persuasive communicator who motivates others, engages them with the vision to achieve results, and aligns operational strategies with the Foundation's primary mission of providing everyone with the economic freedom to dream, heal, and belong.



The ideal candidate will personify the following areas of expertise and attributes:

Background & Experience

- **10–12 Years of Senior-Level Operational Management:** Proven expertise in the nonprofit or philanthropic sector; community foundation experience preferred.
- **5–7 Years of Senior-Level Management Leading HR, Facilities, and/or IT Teams:** Skilled in overseeing cross-functional administrative or operational teams to foster collaboration and operational unity
- **Exceptional Analytical Skills:** Adept at business planning, modeling, and evaluating operational systems to enhance processes and outcomes and continuous improvement
- **Demonstrated Experience with Portfolio & Project Management, Change Leadership, and Infrastructure Building:** Proven ability to lead organizations through transitions with minimal disruption and maximum stakeholder buy-in.
- **Proven Operational Systems Literacy:** Continuously evaluates, refines, and integrates technology, processes, and procedures into workflows for sustained organizational efficiency.
- **Demonstrated Passion and Commitment for Racial Equity & Social Justice:** Communicates effectively and builds trusting relationships to promote equity-centered practices and systems.
- **Entrepreneurial Mindset:** Applies innovative thinking to drive strategic growth, including revenue-generating opportunities (e.g., monetizing the conference center).
- **Team Management & Organizational Leadership:** Proactive and results-oriented; develops data-driven, effective solutions in a collaborative manner.
- **Experience Hiring & Managing External Consultants & Advisors:** Expands organizational capacity through well-managed and exceptional external partnerships.
- **Contract, Lease, & General Corporate Agreement Negotiations:** Balances financial prudence with organizational needs and growth objectives.
- **Familiarity with Fund & Grants Management:** Comfortable with multiple giving vehicles (trust, legacy gifts, property gifts) and aware of lobbying/advocacy standards.

Key Attributes & Leadership Qualities

- **Trusted Deputy & Strategic Partner to the CEO:** Demonstrated ability with acting as the CEO's proxy, running key meetings and ensuring the executive vision is fully represented.
- **Culture Shaper & Team Builder:** Authentically builds trust and rapport; promotes a supportive yet accountable culture, even in delicate organizational contexts.
- **Operational Excellence & Accountability:** Creates robust processes, procedures, and governance structures to drive consistency, reduce risk, and encourage efficiency.
- **Change Agent & Vision Enabler:** Leads successful transitions; seamlessly balances staff feedback with organizational realities while championing growth and equity.
- **Exceptional Communication & Coaching Skills:** Uses strong listening skills, empathy, and clear directives to motivate and unite diverse teams under a shared purpose.
- **Interdepartmental Connector & Conflict Resolver:** Navigates tensions, facilitates collaboration, and fosters cohesive cross-functional relationships.

COMPENSATION, BENEFITS, AND WORK ENVIRONMENT

The salary range for this position is **\$200,000 - \$225,000**, commensurate with experience.

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with a 5% employee match, group term life insurance, disability insurance, 15 days of paid time off in years 1-3, 20 days in year four and thereafter, sick leave, and 16 paid holidays per year. Plus, Health Care and Dependent Care Flexible Spending Account, an Employee Assistance Program, an annual professional development budget, commuter benefits, and a matching gifts program.

This position is full-time, exempt, and requires a minimum of one day per week onsite.

HOW TO APPLY

The Chief Operating Officer search is being conducted on a state-wide basis by The Byers Group. First consideration will be given to applications received by **March 14, 2025**. To apply for this outstanding opportunity, please electronically submit your resume, letter of interest to The Byers Group at: EBCF.CO0@byersgroupca.com. The letter of interest should outline why you are interested in the role and your relevant accomplishments. Please provide two examples of why you would be a strong candidate and the key attributes you would bring to this position. The position will remain open until filled.



THE BYERS GROUP

EXECUTIVE SEARCH AND C-SUITE CONSULTING

CONFIDENTIAL INQUIRIES ARE ENCOURAGED AND CAN BE DIRECTED TO:

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323-403-8279

Ms. Christine Boulware
christine@byersgroupca.com
312-391-6098

East Bay Community Foundation (EBCF) is an equal-opportunity employer committed to racial justice and equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.