



# SAMARITAN HOUSE



## COO

**\$170-\$185K Annual Salary Full Time with Full Benefits**

### Duties

- Programmatic and Fiscal growth: Increasing the capacity (structurally and fiscally) of the organization to better serve the needs of the community;
- Expense Control and cost reduction: Effectively manage costs to support decision making around program growth, finances and investments;
- Increased Productivity: Assess and enhance productivity at all levels of the operations to achieve the Organizational goals;
- Capital Expenditure planning (in partnership with CFO): Develop business plans for capital expenditures in partnership with CFO as needed; develop the annual budget, meet budget goals, review financial performance and improve program budgeting and reporting practices.
- Management of Operations: Manage the day-to-day operations of the organization and inform and advise the CEO and Executive Team on those operations; specifically having oversight of Shelter Services, Client Services, Food Services, Facilities and Risk Management, Worker Resource (Day Labor) Center, Agency program Data Management, evaluation and impact reporting, leadership of Diversity Equity Inclusion and Belonging strategies, and any sub programs contained within.
- Promoting the Organization: Represent Samaritan House in the community and serve as an ambassador to partners, funders, donors and public officials.
- Monitoring Progress: Monitor current projects including reporting status, progress updates, and identifying areas that require corrective actions;
- Building the Culture: Working in close partnership with the Human Resources department, managing the team, interviewing, onboarding, training, developing strategies for talent management & development at all levels, coaching organizational leaders and staff team.

### Qualifications

- Bachelor's degree in Nonprofit Management desired or equivalent experience.
- 5+ years experience working for a Non-Profit Organization in an Associate Executive Role or higher.
- Experience w/ multiple programs management including program development, planning and delivery.
- 5+ years work experience in Social Services Nonprofits, including development and management of both programs and staff. Reference link for more complete information on requirements and job.

Interested candidates for this position will be required to submit a cover letter and resume to:

SAMARITAN HOUSE: Director of Human Resources 4031 Pacific Blvd, San Mateo, CA 94403

E-mail: [hr@samaritanhousesanmateo.org](mailto:hr@samaritanhousesanmateo.org) Via facsimile: (650) 294-4336 Full Copy of Job Description available on website:

<https://samaritanhousesanmateo.org/about-us/careers/>