



Open Position: Chief Program and Operations

About The Solutions Project

Less than 2% of climate philanthropy supports climate justice organizations doing work on the ground. The Solutions Project (TSP) funds and amplifies Black, Indigenous, Immigrant, and other people of color or women-led organizations across the United States who are creating and scaling climate justice solutions. Through the funding of neighborhood level innovations aimed at solving multiple problems at once, from poor air quality and housing insecurity to exposure to extreme climate disasters, these organizations go well beyond reducing climate emissions to transforming the health, economic, and social outcomes of entire communities. We seek to understand and strengthen pre-existing movement networks and currently grant to over 140 organizations.

The Solutions Project is at the forefront of [Solidarity Philanthropy](#), which builds on the foundation of trust-based Philanthropy with practices defined by grassroots organizers and racially-conscious movement work. This position reports to Gloria Walton who brings deep expertise in community organizing and movement building to her work at TSP.

Position Description

The Solutions Project is currently searching for an outcomes-oriented, equity-driven leader to serve as the organization's first-ever Chief Program and Operations Officer. The CPOO role is a dynamic position that will report directly to TSP's CEO, Gloria Walton, and work closely with the organization's executive team to sharpen TSP's strategy and systematize its operations. Specifically, the CPOO will lead inter-organizational efforts to align core operational functions—finance, human capital and culture, strategic planning, and knowledge management—with the CEO's strategic vision for employee satisfaction, financial planning, grantee engagement, and organizational impact.

Leveraging their business acumen, the CPOO will handle complex situations and multiple responsibilities, a combination of long-term projects and urgent demands. The CPOO position is both strategic and facilitative and requires a willingness to play an active, operational, and communicative role in day-to-day activities. The role requires a highly resourceful individual with strong emotional intelligence, communication, self-motivation, and analytical and interpersonal skills.

What We Value

- **Be bold.** We are aspirational, creative, and always proactive. Those at the frontlines of pollution, extraction, and the shared urgency of climate change deserve nothing less.
- **Be inclusive.** We shine the light and invite everyone we can onto the path to a regenerative economy. We follow the leadership of those rooted in frontline communities who are showing the way.
- **Be movement accountable.** We aim to be accountable to the grassroots organizations that we fund and amplify. We leverage and strengthen the field, connecting dots and resourcing others, as needed, seeking input on what we do well, and how we can improve.

- **Advance equity.** We center equity-rooted strategies, community benefits, diverse leadership, and just transitions. The transition to a regenerative economy must center and directly benefit those people most impacted by pollution, extraction, and climate change.

Key Responsibilities

Strategic Vision And Leadership

- Working in partnership with the executive team to create the strategic five-year plan and implement new processes and approaches to achieve it.
- Collaborate with the CEO and the board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with TSP's core mission.
- Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable TSP to achieve its long- and short-term goals and objectives.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- In partnership with the CEO help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.

Strengthening Infrastructure And Operations

- Ensure the delivery of high-quality services while managing for current and future growth.
- Support and motivate the organization's staff.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.

Program Development

- Rationalize the delivery of programs through new and existing grantmaking opportunities and partnerships.
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and program office marketing.

Qualifications

- Minimum of a BA, ideally with an MBA, MPA, or related advanced degree
- At least 15-20 years of overall professional experience
- Prior nonprofit experience required; management of an intermediary funder preferred
- Has understanding and passion for trust-based (solidarity) philanthropy

- Significant board development, fundraising, marketing/branding and fiscal management experience a must
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills, which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team
- Strong people management leading through collaboration and shared accountability with high emotional intelligence and comfort with agile role definition
- Flexibility to adapt to evolving demands and creatively solve problems.
- Ability to work both independently and as a member of a team.

Compensation and Benefits:

- The salary range for this position is \$200,000 - \$220,000
- TriNet medical, dental, and vision insurance plans are fully covered for employees, spouses, and dependents
- Full time employees receive 13 paid holidays, 120 hours of flexible PTO, and 10 days of paid sick leave annually with increasing PTO allowance for tenured employees
- Employees are eligible for 8 weeks of paid parental leave, with up to six months leave total
- Full time employees are eligible for a fully paid, 2-month sabbatical after 5 years of continuous, full time employment
- After nine months of employment, employees have access to a \$5,000 annual life-long learning fund that can be used for on-the-job skilling up, career development and leadership activities, and non-work related lifelong learning activities

To Apply:

The Solutions Project is partnering with RCG Talent Solutions to find our next Chief Program and Operations Officer. Please follow [this link](#) to submit your application and direct all questions to openroles@rcgtalent.com.

The Solutions Project is an Equal Opportunity Employer and strongly encourages leaders of color, women, and those who identify as LGBTQI to apply. We comply with federal, state and/or local laws that prohibit discrimination in employment based on race, religion, color, age, sex, national origin, citizen or intending citizen status, disability, and veteran status. Information provided during the application or employment process will not be used to discriminate against any individual in any manner. The Company complies with ADA regulations as applicable.