



JOB OPPORTUNITY: CHIEF OPERATING OFFICER

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to create a culture of public service within developing nations by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty. www.corpsafrica.org.

OVERVIEW OF THE POSITION:

CorpsAfrica is looking for a mission-focused, seasoned, strategic, and process-minded leader with experience scaling organizational administration and developing a performance culture among a group of diverse, talented individuals. A new position, the **Chief Operating Officer**, will help lead CorpsAfrica through its next chapter of growth, overseeing headquarters operations in coordination with operations in four country offices, with expansion to at least four more countries over the next three years.

CLASSIFICATION: Fulltime, exempt

SALARY AND BENEFITS: Salary is \$100,000–\$120,000. CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

LOCATION: Currently based in New York, with a flexible telecommuting policy

REPORTS TO: Executive Director

Responsibilities:

- Oversee essential internal management of human resources, administration, legal and compliance, and organizational planning; ensure smooth international operations.
- Manage implementation of new segments of information technology (database, website), human resources (recruiting, reviews, staff deployment/workload balancing, career progression), with related internal communications and budget/finance duties.
- Identify best practices and improve internal policies and procedures with an eye toward future needs and budget realities.
- Work in partnership with the staff and Board to develop and implement an ambitious strategic plan; facilitate the creation of, and adherence to, the annual operating and budget plans.
- Build the operating manual to serve as a tool and resources for all staff.
- Lead the performance management process and develop key performance indicators to measure and evaluate progress against goals for the organization.
- Interact with country office staff, Board members, donors, partners, etc.
- Other responsibilities as assigned.

Qualifications:

- At least ten years of relevant work experience; Bachelor's degree or equivalent
- Excellent judgment, initiative, and creative problem-solving skills
- Exceptional written and verbal communications skills, organizational skills, with demonstrated ability to manage concurrent multiple assignments, meet tight deadlines, and prioritize accordingly, all with exceptional attention to detail
- High level of initiative, ability to work independently; autonomous and thoughtful approach to problem solving
- Highly skilled with Microsoft Suite
- Demonstrated experience with CRM and e-marketing tools (Salesforce or other similar database); experience with Adobe CS a plus
- Fluency in English is required; proficiency in French is preferred
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, impact evaluation, transparency, and accountability.

TO APPLY:

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, "LastName_FirstName – COO application") to jobs@corpsafrica.org, with "CorpsAfrica COO Position" in the subject line. Applicants must be legally authorized to work full-time in the U.S. and should not require employment sponsorship. Only complete applications will be considered. **Deadline to apply is December 10, 2021.**

As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.