

<b>Job Title</b>	Chief Operating Officer
<b>Industry</b>	Internet/Online/New Media
<b>Benefits</b>	403B, Dental, Health
<b>Schedule</b>	Full Time, Monday - Friday
<b>Salary</b>	Range of \$175,000 to \$210,000

## Job Requirements

70 Faces Media is a rapidly growing dynamic Jewish not-for-profit digital media company that aspires to connect as many people as possible to all sides of the unfolding Jewish story. At this time in our rapid growth and impact, we recognize the need for and are excited about having a seasoned, forward thinking, Mission-driven Chief Operating Officer (COO) join our team!

The COO will guide the organization internally in partnership with the CEO, who will continue to lead the growth of the organization externally. The COO will evaluate existing systems, processes, and organizational design and will then build and support an internal infrastructure to enable the organization to scale sustainably. This person will work closely with management and staff as well as the Board of Directors to reinforce clarity of purpose, bolster a culture of continuous learning and improvement, and to celebrate successes. The COO will also help us maintain a culture that is diverse, equitable, inclusive, creative, thoughtful, flexible, and results-driven. We are looking for someone who is adept and successful at cross-functional collaboration, anticipating operational needs and potential road-blocks and identifying and leveraging opportunities. The ideal candidate is a strategic and operational thinker who is experienced at, and enjoys, advancing an organization's willingness and ability to carry out its mission with excellence.

## Job Responsibilities:

- Collaborate with the CEO and Management Team in setting and driving organizational vision, operational strategy, budget and hiring needs
- Partner with CEO and Management Team in organization-wide goal setting and performance management that aligns with organizational roles and which supports the organizational operating plan/budget and 70 Faces Media as it continues to scale
- Translate strategy into actionable annual operating plan with clear organizational and department goals for performance and growth, inclusive of interim deliverables, timing accountabilities and interdependencies
- Design and implement an ongoing, regular management process to cross-functionally and individually assess and make decisions around strategy, performance, and progress towards deliverables and goals
- Provide timely and accurate reporting of operational metrics and key performance indicators to drive growth
- Lead development of all change management strategies and work with CEO and Management Team to ensure adoption
- Lead six-person Management Team, with other Management Team members reporting to the COO

- Optimize staff productivity, building a highly inclusive culture ensuring team members thrive and organizational outcomes are met
- Develop and implement plans to ensure effective recruiting, onboarding, professional development, performance management, and retention
- Periodically assess personal and professional development needs and provide ongoing learning and development opportunities to meet these needs
- Participation in activities such as Board of Directors meetings, acquisitions and alliances

### **Desired Skills & Qualifications**

- Proven experience as a Chief Operations Officer or relevant role
- Proven experience working cross-functionally and understanding how all parts contribute to the whole
- Experience leading and managing an organization through change and growth
- Background in strategy and business planning with the proven ability to develop and manage strategic action plans, processes and controls to increase opportunities, enhance efficiencies and mitigate risk
- Experience in assessing financial management and analyses
- Skilled in budgeting and forecasting, data analysis and spreadsheets
- Experience in HR and HR risk management
- Working knowledge of IT/business infrastructure, branding/marketing, and philanthropic development
- Outstanding leadership, management and influencing skills
- Enjoys working with the complex and the mundane
- Excels at balancing, prioritizing and delegating
- Excellent interpersonal skills from establishing and maintaining relationships to having the willingness and ability to have difficult conversations
- High emotional intelligence
- Flexible and adaptable; able to work in ambiguous situations
- Strong decision-making and problem-solving experience
- Great project management and analytical skills
- Exhibits personal integrity
- Effective communicator, both written and orally
- Able to diagnose problems quickly and have foresight into potential issues
- Experience managing remote teams
- Ability and desire to work with diverse groups of people and interests
- Digital experience preferred

### **About 70 Faces Media:**

70 Faces Media is the largest digital nonprofit Jewish publisher in North America. We publish six brands: Jewish Telegraphic Agency, My Jewish Learning, Kveller, The Nosh, Alma, and The New York Jewish Week. We reach more than 3 million unique visitors each month through our sites, and millions more through our email newsletters, social media channels, and syndication clients.

**We Encourage You to Apply**

At 70 Faces Media, we value diversity, and we encourage all to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, disability status, or any other characteristic protected by law.

**How to Apply:**

To apply for this position, please send a resume and cover letter to [coosearch@70facesmedia.org](mailto:coosearch@70facesmedia.org) with “Chief Operating Officer” in the subject line.