

This search ended in December, 2007, with the selection of John Boggs, who spent most of his career as an officer of the United States Marine Corps. He currently has the rank of Colonel, and is chief of staff at National Defense University at Fort McNair in Washington, DC.

Job Announcement
District of Columbia College Access Program
(Washington, DC)
Chief Operating Officer

(Posted: July, 2007)

The District of Columbia College Access Program has retained Slesinger Management Services to recruit a person with strong financial and administrative management skills to serve as chief operating officer.

A new position created to support the organization's rapid growth, the COO's primary responsibility will be to oversee the organization's financial management, use of information technology, human resources management, and the logistics of key meetings and special events.

Applications will be accepted until this search is completed.

The Organization

The District of Columbia College Access Program (DC-CAP) is a nonprofit organization whose mission is to increase the number of Washington, DC, public high school students who enter and graduate from college. Specifically, DC-CAP helps students who might otherwise not have the opportunity to attend and graduate from college by providing counseling to high school students, college information resource centers, college application assistance, financial aid assistance, parent education about the college application process, support services for students once they're in college to insure that they will graduate, and scholarships to help defray the expense of attending college.

Since beginning operations in 1999 and working in partnership with the DC Public Schools System, DC-CAP has succeeded in increasing the number of high school students attending college. In 1999, only 30 percent of high school graduates went to college; in 2006, that figure had increased to 57 percent.

DC-CAP currently has a staff of 35 and a budget of \$6 million. About half of the budget finances scholarships; the other half finances its counseling and other programs. Revenue comes from foundations, corporations, and individuals, as well as investment income from an endowment currently worth \$35 million.

DC-CAP is governed by a board of directors made up primarily of business and foundation leaders from the Washington, DC, metropolitan area, along with the Mayor and the superintendent of DC Public Schools. The board chairman, who was instrumental in launching DC-CAP, is Donald Graham, chairman of The Washington Post Company.

To learn more DC-CAP, please see www.DCCAP.org.

The Position and its Principal Responsibilities

Reporting to Argelia Rodriguez, DC-CAP's president and CEO, the chief operating officer will serve as the organization's financial and administrative director, overseeing the organization's accounting and financial management, information technology, human resources administration, and office management.

The chief operating officer will be responsible for:

1. Coordinating the development of an annual operating plan.
2. Creating and tracking the annual operating budget and cash flow.
3. Managing financial operations, which includes overseeing the bookkeeping (currently outsourced to an accounting firm), preparing monthly financial reports for the senior staff and board, and creating systems to track expenditures against project grants and provide financial reports to donors.
4. Promoting the effective use of information technology, including management of the computer network, and key software such as the DC-CAP database.
5. Directing human resources management, including the administration of employee benefits.
6. Overseeing office management, including procurement of equipment and supplies, office space, and relations with vendors.
7. Managing the logistics for periodic events such as board meetings and fundraising events.
8. Supervising administrative staff.

Desired Skills, Experience, and Characteristics

As the person leading the financial and administrative management of DC-CAP, the COO should be:

1. Highly proficient in financial management, including able to produce and analyze financial information related to the operations of the organization.
2. Eager to take advantage of emerging information technology to improve internal operations and strengthen communication with key stakeholders including participating students, high schools, and colleges.
3. Familiar with human resources and office management.
4. An ability to introduce change, especially process improvement, in a growing organization.

5. Highly organized, attentive to detail, and able to bring projects to completion on time.
6. Willing to take a hands-on approach to the job since the financial and administrative side of the organization is thinly-staffed.
7. Capable of providing effective supervision and leadership to staff who will report to the COO.
8. Able to manage and guide outside contractors who may be needed to bring more technical expertise in areas such as accounting and financial reporting, human resources, and information technology.
9. Interested in being part of the senior management team of a young and growing organization. The senior management team includes the president and CEO, the new COO, and the vice president for programs.
10. Deeply committed to the mission of DC-CAP, including an understanding and empathy for the challenges that many DC public school students face in completing high school and then entering and graduating from college.

Desired Experience

The ideal chief operating officer will have at least seven years of broad-based senior financial and administrative management experience, ideally at organizations (nonprofit, for-profit, or public sector) that have budgets greater than \$5 million.

Compensation

Salary will be commensurate with experience and qualifications.

To Apply

Please **e-mail** 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO
Slesinger Management Services
301-320-0680

E-mail: Larry@SlesingerManagement.com

(please include "DC-CAP" in subject line; attached files in Microsoft Word or PDF only)

(This job announcement can also be found at www.SlesingerManagement.com.)