

## Chief Administrative Officer

North South Foundation (NorthSouth) is a volunteer driven non-profit organization established in 1989. Our Mission is to promote excellence in human endeavor by organizing educational programming for kids in the USA and provide scholarships for children in need.

When you join North South Foundation, you become part of a team that is dedicated to providing educational opportunities to children. With NorthSouth you will truly make a difference each and every day as you work alongside a supportive team. With a competitive benefits package, work-life balance, professional development, and an outstanding work environment, you will have everything you need to achieve success in your career.

We are seeking a Chief Administration Officer (CAO) to oversee NorthSouth's day-to-day operations. This is a leadership role that will coordinate as needed with other Executive team members to ensure North South operates efficiently and effectively in meeting its mission. The CAO will directly oversee administrative operations, including compliance and customer facing functions.

### Reports to the CEO

#### Core Responsibilities

- Establish goals, metrics, timelines and accountability standards across functions, consistent with NorthSouth's Strategic Plan
- Ensure planning and scheduling is managed effectively within functions
- Manage the flow of relevant information down to functional teams and up to CEO
- Proactively manage resource needs (i.e. work with HR to fill roles, cross train, etc.)
- Promptly handle escalated issues
- Ensure knowledge transfer through documentation of all processes
- Support Operational content development
- Develop and support consistent communication channels, internally and externally
- Develop standards and methods for fundraising opportunities
- Support Event planning efforts
- Support the Management/Administration of a \$1 Million Operating Budget
- Manage a staff of 1 to 3

#### Qualifications & Requirements

- Solid work experience in a managerial position.
- Prior non profit experience is a plus.
- Strong leadership and teamwork abilities.
- Excellent interpersonal and decision-making skills.
- Excellent written and verbal communication skills.
- Comfortable using Google Drive and related G-suite products.

- Must live in the United States.
- Accommodate 1-2 hours in the evening on an as needed basis.
- Accommodate a few hours each weekend on an as needed basis.
- Ability to work remotely.
- Salary range between \$100K to \$125K. Limited benefits.

To apply for this position, please complete this [application form](#).

You will be able to attach your resume in that form. If you have any difficulty or have questions, please contact [humanresources@northsouth.org](mailto:humanresources@northsouth.org).

Thank you and we look forward to being in touch!