



Chief Administrative Officer

For 50 years, the [National Runaway Safeline](#) (NRS) has responded to youth and families in crisis, housing the federally supported national communications system for youth experiencing homelessness, who have runaway or are facing crisis. Through its mission to keep America's runaway, homeless and at-risk youth safe and off the streets, NRS provides critical crisis intervention and resources for youth and families 24 hours a day, 365 days a year via a hotline, chat, emails and an online forum. Based in Chicago, NRS serves youth and their families from across the U.S.

NRS seeks a strategic and innovative Chief Administrative Officer (CAO) who is collaborative, team oriented, and mission minded. The CAO, who will provide strategic day-to-day direction for the organization, oversees all internal systems to ensure that NRS is well positioned to achieve its strategic goals and future growth opportunities. Reporting to the CEO, the CAO will manage all operations, finance, and technology functions, along with some HR/Payroll functions. The organization is seeking someone who can apply a strong emphasis on reinforcing and enhancing current Diversity, Equity, Inclusion and Justice (DEIJ) initiatives, professional development and collaborative culture goals within these functional areas.

Key Responsibilities:

- Serve as an ambassador representing the organization in a positive manner in all interactions with staff, the Board of Directors, volunteers, government officials, funders, national and community partners
- Continue to reinforce and enhance a strong collaborative, “people-centric” culture that supports successful delivery of crisis services to youth and families, promoting effective communication and care throughout the organization
- Foster and continue to innovate a DEIJ-focused and committed culture within and across all operations as well as oversee all aspects of benefits and payroll administration, coordination of on-boarding new employees and coordination across agency departments around training and professional development needs.
- Work with the CEO and Board of Directors to develop and implement a new strategic plan as well as future areas for growth
- Oversee and manage the finance team (currently outsourced) on budgeting, grant applications and reporting, financial and compliance reporting, cash flow management focusing on financial metrics, scaling, sustainability and growth.
- Oversee and manage the IT team (currently outsourced) to effectively drive data and file sharing, ensure continuous 24/7 operations of the Crisis Center and maintain best practices for safeguarding and protecting the agency’s communications systems and IT driven functions.
- Create reports and presentations for the Board of Directors and the Finance & Audit Committee on the financial health and long-term viability for NRS
- Oversee facilities including a potential office move in 2024, new lease explorations and negotiations.

Position Summary

Posted: July 2022

Salary Range: \$110K - \$115K

Location: Chicago, IL

Qualifications & Skills:

- Bachelor’s Degree; Graduate degree preferred
- Demonstrated leadership capacity; can serve as a thought partner and decision-making coach
- 5+ years of experience in operations, finance, human resources, or technology/IT; 3+ years in a management role
- Strong understanding and experience in adhering to HR policies and regulations with DEIJ experience, skills, and values
- Project management expertise: ability to prioritize multiple requests and consistently meet deadlines in a fast-paced environment
- Financial acumen and experience shepherding/managing federal grant funds (preferred)
- Detail oriented and process-minded; can understand the big picture as well as broader strategic goals of NRS
- High level of comfort working with business technology
- Passion, integrity and commitment to the operational goals and mission of National Runaway Safeline and DEIJ principles.

To apply, please submit a resume & cover letter to **Beth Greenberg, Consultant, Evolve Giving Group**: beth@evolvegg.com

NRS is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age or disability.

