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Deputy Chief Operating & Financial Officer

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Remote

About Community Change and Community Change Action:

[Community Change](#) builds the power and capacity of low-income people, especially low-income people of color, to lead powerful and dynamic movements for social change. With our community-based partner groups, we bridge the grassroots and the national, supporting outsider strategies to disrupt the status quo while also building pathways to influence the insider conversation.

Our vision of a better world centers the leadership of impacted people of color to move our work on immigrant rights, economic justice, and racial equity, including a focus on jobs and housing, early childhood care and education, income supports, and immigration reform.

This position also supports [Community Change Action](#), an affiliated 501(c)(4) advocacy organization. While motivated by the same core values – equity, inclusion, and justice – Community Change and Community Change Action operate independently of one another and each organization has its own board of directors.

Position Description:

The Deputy Chief Operating and Financial Officer (DCOFO) serves as the principal financial and operations advisor to the Chief Operating and Financial Officer (COO/CFO), providing executive support in managing and monitoring day-to-day financial, personnel, and operational activities. This leadership position combines strategic planning with hands-on management while coordinating cross-functional initiatives across departments and representing the COO/CFO with internal and external stakeholders.

Responsibilities:

Financial Management & Analysis

Strategic Leadership

- In partnership with the COO/CFO and the financial team, drive organizational financial strategy and long-term sustainability initiatives
- Champion strategic financial planning and analysis to guide critical organizational decisions and maximize organizational impact
- Lead the development of sophisticated financial modeling and scenario planning to inform strategic growth opportunities

Operational Excellence & Infrastructure

- Provide senior oversight of organizational financial operations, including treasury management, investment strategy, and risk assessment

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- Direct the preparation and presentation of comprehensive financial analytics and strategic insights to Leadership and the Board of Directors
- Ensure strong internal controls are in place and practiced
- Ensure operational excellence and regulatory compliance
- Support Board committees, including Audit, Finance, and Endowment, facilitating high-level understanding and decision-making

Management & Partnership

- Lead and mentor a high-performing team, including Director-level direct reports
- Partner with executive leadership to translate financial insights into actionable organizational strategies
- Optimize processes and leverage emerging technologies
- Design and execute sophisticated financial analyses to uncover opportunities for growth and operational efficiency

Stakeholder Engagement

- Deliver strategic financial presentations and insights to Board committees and executive leadership
- Orchestrate relationships with external partners, including auditors, investment advisors, and financial institutions
- Establish and maintain best-in-class financial reporting frameworks and governance structures

People Operations & Human Resources

Strategic Leadership

- In partnership with the COO/CFO and the people operations team, drive organizational human resource strategy and long-term management initiatives
- Champion strategic planning and analysis to guide critical organizational decisions and maximize organizational impact
- Ensure systems are strong to attract, develop, and retain top-tier talent across the organization
- Support and champion organizational culture initiatives that foster engagement, inclusion, and high performance

Operational Excellence & Infrastructure

- Provide senior oversight of organizational people operations
- Ensure preparation and presentation of comprehensive financial analytics and strategic insights to Leadership and the Board of Directors
- Ensure strong internal controls are in place and practiced
- Ensure operational excellence and regulatory compliance
- Champion continuous improvement initiatives that enhance operational capabilities and service delivery

Management & Partnership

- Lead and mentor a high-performing team, including Director-level direct reports
- Partner with executive leadership to translate human resource insights into actionable organizational strategies

- Optimize processes and leverage emerging technologies
- Design and execute sophisticated analyses to uncover opportunities for growth and operational efficiency

Enterprise Risk & Operational Infrastructure

- Partner with COO/CFO and teams to drive comprehensive enterprise risk management strategies, including corporate insurance programs and regulatory compliance frameworks
- Support strategic technology and data initiatives to enhance operational capabilities and business intelligence
- Collaborate on operational planning processes that align with organizational objectives and growth strategies
- Lead the development and implementation of business continuity and disaster recovery frameworks

Executive Leadership & Organizational Strategy

- Serve as a key strategic advisor to the senior leadership team, driving organizational vision and strategic planning
- Lead high-stakes initiatives and critical decision-making processes across finance, operations, and people functions
- Foster cross-functional collaboration to align operational capabilities with programmatic objectives and organizational growth
- Develop and implement sophisticated performance metrics and analytics to guide strategic decision-making
- Build and maintain strategic relationships with Board committees and key external stakeholders

Qualifications:

- 10+ years of progressive experience in finance and operations management
- 5+ years of senior leadership experience in movement based nonprofit organizations
- Strong understanding of nonprofit accounting principles and compliance requirements
- Demonstrated experience with financial planning, budgeting, and analysis
- Significant experience overseeing HR/People Operations functions
- Knowledge of employment law and HR best practices
- Excellence in staff management and development
- Proven experience preparing and presenting financial reports to Boards of Directors
- Strong understanding of nonprofit governance best practices
- Advanced financial analysis and modeling skills

Preferred

- CPA certification
- Experience with grant management and complex organizational budgeting
- Knowledge of impact measurement and evaluation
- Familiarity with nonprofit technology platforms and digital transformation
- Experience with HRIS and payroll systems
- Experience staffing board committees in similar-sized organizations
- Knowledge of endowment management and investment oversight

Skills and Competencies

- Strategic problem-solving abilities
- Outstanding communication and interpersonal skills
- Strong analytical and data interpretation capabilities
- Ability to manage multiple priorities in a fast-paced environment
- Commitment to organizational mission and values
- Experience with change management and process improvement
- Proven ability to work effectively with senior leadership and external stakeholders
- Demonstrated skill in handling sensitive and confidential information
- Expertise in financial reporting and analysis
- Ability to translate complex financial information into clear, actionable insights
- Strong presentation and data visualization skills
- Excellence in written and verbal financial communication
- Excellence in board relations and governance processes

Organizational Relationship

- Reports directly to the Chief Operating and Financial Officer
- Manages finance, operations, and people operations team Director level staff
- Works closely with senior leadership team and department directors
- Interfaces with Board of Directors, board committees, and external partners
- Serves as key liaison to Board Audit, Finance, and Endowment Committees

This position reports to: Chief Operating and Financial Officer

Supervisory Responsibility: Director of Accounting, Director of Organizational Budgeting, and Director of People Operations

Travel Requirements: This position requires limited travel, approximately once or twice per quarter.

Salary & benefits: Annual salary of \$200,000 - \$220,000. Community Change also offers an excellent benefits package, which includes 4 weeks of annual paid vacation; additional paid holiday leave between December 24 and January 1 and a Summer break the week of July 4th; 8% employer contribution to retirement account after six months of employment (and 3% employer contribution for the first 6 months); and a choice of generous health insurance plans.

Classification: Community Change recognizes a staff bargaining unit affiliated with IFPTE Local 70, a union for non-profit workers. This position is not included in Community Change's bargaining unit and is not covered under the terms of the collective bargaining agreement.

Location: This is a remote position, but the preferred location is Washington, DC.

Equal Opportunity: Our vision of a better world centers the leadership of impacted people of color to move our work on immigrant rights, economic justice, and racial equity, including a focus on jobs and housing, early childhood care and education, income supports, and immigration reform. We strongly encourage the interest and applications of people of color, women, and people in the disabled and LGBTQ+ communities. Community Change is an Equal Opportunity Employer.

Closing Date of Position: Open Until Filled

[Click here to learn more about our employee benefits and Community Change's values](#)

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First Name *

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Resume/CV * [Attach, Dropbox, Google Drive, or enter manually](#)
(File types: pdf, doc, docx, txt, rtf)

Cover Letter * [Attach, Dropbox, Google Drive, or enter manually](#)
(File types: pdf, doc, docx, txt, rtf)

LinkedIn Profile

U.S. Standard Demographic Questions We invite applicants to share their demographic background. If you choose to complete this survey, your responses may be used to identify areas of improvement in our hiring process.

How would you describe your gender identity? (mark all that apply)

- ☐ Man
- ☐ Non-binary
- ☐ Woman
- ☐ I prefer to self-describe
- ☐ I don't wish to answer

How would you describe your racial/ethnic background? (mark all that apply)

- ☐ Black or of African descent
- ☐ East Asian
- ☐ Hispanic, Latinx or of Spanish Origin
- ☐ Indigenous, American Indian or Alaska Native
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or Pacific Islander



- ☐ South Asian
- ☐ Southeast Asian
- ☐ White or European
- ☐ I prefer to self-describe
- ☐ I don't wish to answer

How would you describe your sexual orientation? (mark all that apply)

- ☐ Asexual
- ☐ Bisexual and/or pansexual
- ☐ Gay
- ☐ Heterosexual
- ☐ Lesbian
- ☐ Queer
- ☐ I prefer to self-describe
- ☐ I don't wish to answer

Do you identify as transgender? (*Select one*)

- ☐ Yes
- ☐ No
- ☐ I prefer to self-describe
- ☐ I don't wish to answer

Do you have a disability or chronic condition (physical, visual, auditory, cognitive, mental, emotional, or other) that substantially limits one or more of your major life activities, including mobility, communication (seeing, hearing, speaking), and learning? (*Select one*)

- ☐ Yes
- ☐ No
- ☐ I prefer to self-describe
- ☐ I don't wish to answer

Are you a veteran or active member of the United States Armed Forces? (*Select one*)

- ☐ Yes, I am a veteran or active member
- ☐ No, I am not a veteran or active member

☐ I prefer to self-describe

☐ I don't wish to answer

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