



magic cabinet

CHIEF OPERATING OFFICER



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THE ORGANIZATION

Magic Cabinet champions communities' work by partnering with nonprofits and other philanthropists to achieve the nonprofits' missions. Magic Cabinet does this by providing long-term capacity-building grants, access to peer networks, and advocating for the broader adoption of collaborative, trust-based philanthropic practice. Magic Cabinet believes that by working in solidarity, nonprofits, community, and philanthropy can build a just and equitable world.

Five values guide all of Magic Cabinet's internal and external work:

ONGOING PARTNERSHIP.

Magic Cabinet engages in deep, collaborative, long-term relationships through multi-year investments and support.

EQUITY.

Magic Cabinet purposefully and actively redistributes power to weigh community voice.



TRUST.

Magic Cabinet supports authentic and reciprocal relationships amongst peers.

FLEXIBILITY.

Magic Cabinet is committed to listening and adapting to ever-changing community needs and contexts.

INFORMED DECISION MAKING.

Magic Cabinet is grounded in data and translates research and feedback into innovative practice.

Magic Cabinet has just celebrated its fourth anniversary, has a staff of 17 located in the Seattle-area and in the Bay Area of California that will be expanding to about 25 by end of year, a forecasted operating budget of ~\$5.5m for FY 2023, and anticipates making about \$10m in grants for the same time period.



THE POSITION / YOUR ROLE

A newly created executive leadership role at Magic Cabinet that reports to the CEO and leads a staff of six (6) initially, the COO oversees the implementation, documentation, and evolution of all workflows inside the foundation. These workflows include budget management, grant management, payments management, IT infrastructure, insurance needs, legal communications, contract creation and tracking, and audit and tax-related reporting activities. The COO role is critical within the foundation as they are the main driver of internal business operations and compliance.

Working with cross-department leadership, the COO will help lead the creation of internal strategies, goals, and metrics to track progress. Critically and in direct partnership with the CEO, they will help lead the creation of budgets and work with external financial teams as the main point of contact for budget management and tracking.

Representative duties include, but are not limited to:

- Designing, planning, and implementing business strategies, policies, and procedures.
- Setting comprehensive goals for organization growth and success.
- Establishing policies and procedures that promote company culture and vision.
- Overseeing daily operations and the work of operations staff.
- Leading, motivating, and inspiring staff.
- Overseeing MC's Human Resources function.
- Managing MC's finance and accounting activities.
- Monitoring and reporting on key performance indicators (KPIs).
- Developing, monitoring, and reporting on organization budgets.
- Managing MC's compliance efforts.
- Negotiating, monitoring, and managing contracts.
- Managing relationships with external vendors (e.g., legal, banking, accounting/auditing).
- Working closely with MC's external investment managers.



PRIORITY ACTIVITIES FOR THE NEW COO

Work closely with the CEO, Chief of Staff/Chief Investment Officer, Chief Strategy Officer, and the Director of Operations to clarify roles, responsibilities, and expectations across the C-level of leadership.

Establish working relationships with staff, board members, cohort leaders, and external advisors and vendors.

Survey/analyze existing systems and practices. Determine what Magic Cabinet is doing well, identify gaps or areas for improvement, then propose and execute on a plan for making progress.

Establish, track, and report on key performance indicators (KPIs) that provide Magic Cabinet with real-time information on operational effectiveness and impact.

Ensure that the foundation has the proper operational systems, documentation, and staffing structures in place to support the organization's aggressive growth trajectory.



LEADERSHIP ABILITIES/ WHAT YOU BRING

Candidates will be evaluated on the full range of their lived and learned experience, professional background, volunteer experience, and direct and transferable skills. Magic Cabinet is seeking candidates with a compelling combination of demonstrated experience and skills in some, or all, of the following areas:

- Experience serving as a CEO, COO, CFO, CAO, CFAO, Executive Director, Deputy Director, Managing Director, Managing Partner, Department Director, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
- Broad understanding of the operational aspects of running non-profit organizations or foundations (budgeting, financial management, HR, IT, systems, compliance, audit, staff development).
- Experience managing or supervising work with non-profit organizations or foundations, business operations, public sector operations, or human services – which may come from board, volunteer, or staff service – is required for success in this role.
- High emotional and social intelligence coupled with the ability to build and cultivate internal and external relationships to increase organizational capacity, capabilities, reach, and positive impact.

YOU ARE WELL QUALIFIED IF YOU ARE:

- Excited about joining a small, well-funded, and growing foundation.
- Empowered by the prospect of further refining your role on an expanding team.
- Passionate about locally inclusive communities and the nonprofit sector.
- Intellectually curious with a love of community-centric solutions and a drive for personal improvement.
- A team player with excellent interpersonal skills and the ability to work with various clients and staff graciously and with a sense of humor.
- Goal-oriented with a deep respect for incremental analysis and refinement.



Utopia, WA (Puget Sound)

COMMITMENT TO:

- Racial, social, environmental, and economic justice.
- Engaging in and contributing to a consensus-driven decision-making process.
- Data-driven decision making through the lens of equity and opportunity.

ABILITY TO:

- Communicate effectively in writing and verbally.
- Work with culturally, economically, and racially diverse groups.
- Recognize societal and personal bias and engage in dialog surrounding its presence.
- Deliver persuasive, engaging, and inspiring public presentations.
- Effectively use business related technology such as spreadsheets, presentation software, project management tools, video conferencing, survey administration, and collaborative documents.
- Work with teams across offices in multiple geographic locations.
- Travel regionally and domestically utilizing appropriate health and safety protocols

COMPENSATION & BENEFITS

Starting salary for the position will be \$150,000 for those located in the greater-Seattle area and \$165,000 for those located in the Bay Area of northern California.

Magic Cabinet provides all full-time employees with:

- Medical insurance covered at 100% for you, 90% for your dependents
- Generous dental and vision care stipend for you and your dependents
- 401(k) retirement plan with employer match
- Yearly 401(k) bonus based on meeting organizational goals (Eligible after 6 months of employment)
- Ample paid time off (at minimum amounting to 40 workdays off per year when all totaled)
- An automatic 3% salary increase on annual work anniversaries
- The ability to work from the office or home*
 - The San Francisco Bay based team is currently working from home exclusively and anticipates re-establishing a central office in the near future. When a Bay Area office is re-established, it is anticipated that team-members will be expected to work in office one day a week.
- Home office stipend for internet and other home office needs
- Ample foundation-paid continuing education and networking opportunities



Afghan Health Initiative (Puget Sound)

TO BE CONSIDERED

The position is open until filled, with a priority deadline of September 30, 2022.

Candidate materials are reviewed on an on-going basis and initial interviews will begin immediately. Please submit a resume and a one-page cover letter addressed to CEO, Christina Engel at: <https://valtasgroup.hire.trakstar.com/jobs/fk02829/>

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428 or Emily Lee at emily@valtasgroup.com or 206.409.2215.

Magic Cabinet asks highly qualified candidates to undergo a background check as a final step in the hiring process. Having a prior criminal record is not an automatic disqualification.

Magic Cabinet is an equal opportunity employer. We celebrate community leadership while cultivating an inclusive environment for all employees.





ABOUT VALTAS GROUP

We are proud of our work as [Interim Executive Directors](#), supporting our clients in times of transition. Our deep experience helps organizations navigate uncertainty during leadership change. We [lead the search process](#) in [partnership with the board](#) and staff leadership, as consultants for [recruiting and search](#) to support your organization as you identify the ideal Executive Director or leader for your future. We partner with board members and senior nonprofit leaders on a variety of strategic consulting assignments.

Valtas Group has a variety of comprehensive resources to guide your transition needs. [Contact us](#) to learn about our [executive interim and placement services](#) and keep your organization moving during any transition or major change.

[CONTACT US](#)