



UNBOUND PHILANTHROPY
CHIEF OPERATING OFFICER (COO)

www.unboundphilanthropy.org

The Organization:

About Unbound Philanthropy

Unbound Philanthropy is a private foundation that invests in leaders and organizations in the US and UK working to build a vibrant, welcoming society and just immigration system. Unbound focuses on immigration because the treatment of refugees and immigrants is fundamental to how our society grapples with polarization, race, and diversity in a multi-racial and multi-ethnic democracy. Responses to immigration are litmus tests for healthy societies.

At Unbound Philanthropy, we seek to contribute to a vibrant, welcoming society and an immigration system rooted in justice.

Hallmarks of our grantmaking approach include collaborative funding, a relatively high tolerance for risk, and being an early investor in promising ideas. We take an intersectional lens to our grantmaking, and believe that immigrant justice is centered in the context of civil rights and human rights, and is part of our global reckoning with racial inequity. We are supporting an ecosystem of organizations working at the intersections of [climate and migrant justice](#). Read more about our core values and approach in [What We Stand For](#).

Impact

From 2005 to 2021, Unbound awarded 845 grants totaling over \$100 million. Unbound has co-founded several vibrant institutions, such as the US-based [Pop Culture Collaborative](#), to unleash the superpowers of pop culture to build widespread public yearning for a pluralist culture. In 2019, we received the National Committee for Responsive Philanthropy "[Mover and Shaker](#)" [Impact Award](#), celebrating our leadership in narrative grantmaking. In the UK, we co-founded the London-based [Citizenship and Integration Initiative](#), to ensure all Londoners are able to be active citizens, involved and invested in their city. We were the first institutional funder of [United We Dream](#), which is now the largest immigrant-youth led network in the US.



The Role:

Location: New York, NY
Reports to: Executive Director (ED)

Overview:

This role is responsible for all aspects of Unbound Philanthropy's Finance and Operations function and team, including financial strategy, accounting, forecasting, systems, reporting and compliance. In addition, the COO manages Human Resources (HR), Information Technology (IT), Grants Management (GM), and Board relations, and provides support as needed to the Executive Director's grantmaking program.

Further key responsibilities include: leading on technology design, documentation and internal controls, and on strategic HR matters; acting as signatory on banking, contracts and payments activity; and managing external contractor and vendor relationships.

The COO is a member of the Senior Management Team (SMT), comprised of the ED, the US Program Director, and the UK Program Director and works closely with the COO of the family office. The role supervises three staff members: the Senior Manager, Human Resources & Operations, the Senior Grants and Compliance Manager, and the Executive Support and Office Administrator. The position also oversees an external investment accountant and outsourced IT provider.

Key Responsibilities:

Finance and Accounting:

- Oversee all aspects of the Finance & Accounting function of the Foundation.
- Manage the month-close process, working together with the Sr. Manager and the external accountant to make sure all transactions are recorded and all journal entries are appropriately reviewed.
- Develop, implement, and document sound fiscal policies and internal controls on the Foundation's behalf, and working with external accounting support to ensure accounting activities are consistent with GAAP.
- Oversee the annual audit and 990 process, including financial statement and notes preparation; act as primary liaison with the auditors/tax preparers; manage information from Unbound as well as from NMU/external advisors on investments.
- Manage in its entirety the annual budget process, collecting information from programs and working with the Executive Director to recommend annual budgets for operations, grants, and direct charitable activities.
- Liaise with external advisors and family office on management of Unbound's investment portfolio.

Grants Management (GM):

- Supervise and support the Senior Grants and Compliance Manager and development of the GM function to ensure that there is continuous improvement of Unbound's internal GM planning, systems and processes, and of the grantees' experience of working with Unbound.
- Ensure that GM is responsive to the needs of the US and UK Programs and program teams.



- Monitor GM regulations and compliance of Unbound grant activity and agreements.
- In collaboration with the Senior Grants and Compliance Manager, determine IT/systems needs for Grants Management, and ensure systems are up-to-date and appropriately built out.

IT:

- Oversee all aspects of data management, workflow, integration and process (including FLUXX, Intacct, Office 365, banking, and vendor websites, but excluding Unbound's website and communications).
- Managing relationships and contracts with outsourced IT support and IT consultants.
- Together with outsourced IT support, oversee and manage all aspects of cybersecurity strategy.
- Manage the day-to-day aspects of IT support and trouble-shoot where appropriate to determine whether issues need to be escalated or can be easily resolved internally.

Human Resources (HR):

- Oversee all aspects of HR at the Foundation, including the continued promotion of a culture that is centered on equity, intersectionality and inclusion.
- With the support of the Senior Manager, HR and Operations, oversee all aspects of the foundation's payroll and benefits.
- Manage the relationship with the Foundation's PEO, evaluating benefits and rates and updating as needed.
- Coordinate with the ED and SMT to ensure that the Foundation has excellent and up-to-date HR policies that best support Unbound's staff and Unbound culture.
- Understand and manage differences in US and UK employment law, and within the US in New York and California employment law, with help from employment lawyers where appropriate.
- Manage and coordinate any recruitment, onboarding, and offboarding, with support from the Senior Manager, HR and Operations.

Operations:

- Manage contracts for vendors, consultants, suppliers and philanthropic partners.
- Facilities Management: partner with NMU (for New York) and guide decisions on facilities in London, New York, and California, including property rentals and management.
- Manage all business insurance policies (property, travel, D&O, etc) for New York and UK offices.

Board Liaison and "Chief of Staff" Responsibilities:

- Act as primarily liaison to the Board on all Unbound matters, including Board Meetings, Grants Committee Meetings, Investment Committee Meetings, and Finance Committee Meetings.
- Manage weekly Senior Management Team meetings and annual SMT retreat, balancing day-to-day/weekly discussions with long-term strategic management and planning
- Prepare all Finance & Operations materials for Board meetings; prepare and present the annual budget; and coordinate with auditors for presentation of the audit.
- Coordinate with GM and Program teams on materials for Grants Committee Meetings.
- Supervise the Executive Support and Office Administrator to ensure they are providing appropriate support to the Executive Director.
- Provide support as needed for the annual Board/Staff retreat.
- Provide support to the Executive Director in the ED Discretionary Fund Grantmaking Program.
- Build and maintain a close working relationship with the ED and Board, to understand their strategic goals and aspirations for the wider Foundation and to deliver as effectively as possible against these goals for all the operating functions of Unbound.



Qualifications & Experience:

- Experience in private foundations.
- At least 10 years of senior-level financial, operations, systems and project management experience, preferably gained in a philanthropic foundation setting.
- Demonstrated history of financial management and accounting supervision.
- Extensive management experience, and the ability to provide advice on strategic HR decisions.
- Experienced in leadership of audit, compliance, contracts, and budget management.
- Experience with grants management, international grantmaking, and compliance.
- Experience managing a variety of IT systems, including systems implementation.
- Significant experience managing staff in finance and operations roles.

Desired Competencies:

- A self-starter who is responsive, proactive and capable of analysis, problem solving, and innovation.
- Able to quickly set and manage priorities and deadlines very effectively.
- Strong strategic decision-making skills, including at Board level and senior executive level.
- Excellent relationship-building skills; able to work with a variety of internal and external stakeholders.
- High level of integrity/confidentiality for Foundation and Board matters.
- Shares commitment to Unbound Philanthropy's mission in the US, the UK, and the greater world.

Compensation:

- Unbound Philanthropy offers highly competitive compensation and comprehensive benefits.
- Salary range is \$275,000 to \$325,000 per year, depending on experience.

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To learn more about this opportunity, please contact:

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*Candidates will be considered on a rolling basis,
so we urge your prompt consideration of this impactful leadership role.*