



Balance Community Advisors

Unlocking the power of collaboration. Creating healthy, sustainable housing.

Open Recruitment: Chief Operating Officer

Job Description: Chief Operating Officer (COO)

Position: Chief Operating Officer (COO)

Location: National

Reports to: Chief Executive Officer (CEO)

Company: Balance Community Advisors

Industry: Affordable Housing, Development, and Homeless Service System Consulting

About Us:

Balance Community Advisors is a national consulting firm specializing in affordable housing, development, and homeless service systems. Our mission is to Balance the strengths of the Public, Private and Nonprofit sectors to create healthy, sustainable, housing ecosystems. We leverage data-driven strategies and innovative approaches to address the unique needs of our clients and their communities.

Job Overview:

The Chief Operating Officer (COO) will be a key member of the executive team, responsible for overseeing the firm's operational functions and ensuring alignment with the strategic vision. The COO will manage day-to-day operations, drive efficiency, and ensure the highest quality of service delivery across all projects. This role requires a dynamic leader with a deep understanding of the public, private, and nonprofit sectors, affordable housing and homeless services, excellent management skills, and a commitment to social impact.

Key Responsibilities:

- **Operational Leadership:** Oversee daily operations and ensure the effective implementation of strategies and business plans.
- **Strategic Planning:** Collaborate with the CEO and executive team to develop and execute long-term strategic plans for the firm.
- **Project Management:** Ensure all projects are delivered on time, within scope, and within budget. Oversee project managers and provide guidance and support.
- **Team Management:** Lead, mentor, and develop a high-performing team of advisors. Foster a collaborative and inclusive culture.
- **Financial Management:** Oversee the budgeting process and ensure financial health and sustainability. Monitor financial performance and implement corrective actions as needed.
- **Client Relations:** Maintain strong relationships with clients and stakeholders. Ensure client satisfaction and address any issues that arise.



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- **Compliance and Risk Management:** Ensure all operations adhere to legal guidelines and internal policies. Implement risk management strategies.
- **Innovation and Improvement:** Continuously seek opportunities to improve operational processes and service delivery.

Qualifications:

- **Education:** Bachelor's degree in Business Administration, Public Administration, Urban Planning, or a related field. Master's degree preferred.
- **Experience:** Minimum of 10 years of experience in a senior management role, preferably in affordable housing, development, or homeless services.
- **Skills:**
 - Strong leadership and team management skills
 - Excellent strategic thinking and problem-solving abilities
 - Proven ability to manage multiple projects simultaneously
 - Strong financial acumen and experience with budgeting and financial management
 - Exceptional communication and interpersonal skills
 - Proficiency in data analysis and performance metrics

Preferred Qualifications:

- Experience working with government agencies, non-profits, and private developers.
- Knowledge of federal, state, and local housing policies and regulations.
- Demonstrated commitment to social impact and community development.

Salary Range: \$124,000 - \$156,000

How to Apply:

Interested candidates should submit their resume, cover letter, and three professional references to info@balancecommunityadvisors.com by June 30, 2024. Please include "COO Application – [Your Name]" in the subject line.

Balance Community Advisors is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals of all backgrounds and experiences.