

CHIEF OPERATIONS OFFICER

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treehouse[™]

giving foster kids a childhood and a future

THE ORGANIZATION



Treehouse is a rapidly growing nonprofit with a 30-year history of addressing the academic and other essential support needs of children, youth and young adults experiencing foster care. Services are provided throughout Washington State, and Treehouse is an emerging leader in the foster care and education conversation on the national level.

Since 2012, Treehouse has dramatically increased the extended graduation rate for youth in care across ten counties—expanding annually—from less than 50% to about 75%. And that’s just the start. Today, Treehouse is partnering with young adults after leaving foster care well into their 20s while they pursue career credentials, a living wage and stable housing.

With a mission of giving kids and youth in foster care a childhood and a future, Treehouse provides education-focused coaching, as well as experiences that foster community connections, exploration, and growth. Fighting for systems change, Treehouse joins forces with like minded organizations to advocate for landmark reforms that reduce the inequities at the root of unjust barriers.

Well-loved, community-based, and fiercely optimistic, Treehouse is uniquely positioned to partner with youth, schools, organizations, caregivers, social

workers, and funders to improve outcomes from childhood through high school graduation and beyond, including a successful transition into independence. This is a rare opportunity for an accomplished executive leader to join a team that is passionately committed to helping youth succeed.

You can see and hear directly from those benefiting from Treehouse here:



More detail about the programs and services that Treehouse offers can be found [here](#).

To learn more about Treehouse’s recent financial performance, please click [here](#).

You can find more information about foster care in Washington state [here](#).

Vision and Intended Impact

Mission: We envision – and strive to create – a world where every child that has experienced foster care has the opportunities and support they need to pursue their dreams and launch successfully into adulthood. **Intended Impact:** Treehouse advances equity and racial justice in the foster care and education systems. By 2027, 90% of youth who have experienced foster care across Washington state will complete high school, with support and a plan to transition into independence.

THE POSITION

Reporting directly to the CEO, the Chief Operations Officer (COO) serves as a key member of the Executive Team, participates in ongoing strategy development, and works collaboratively with peer Executive leaders to ensure all finance, accounting, information technology (IT), real estate, facilities, risk management, and operations activities positively support Treehouse's evolving program delivery needs. The COO provides strategic staff management for leaders across a wide array of functions, decision-making, staff communication and other activities to build organizational culture and support achievement of overall agency goals.

The COO will lead a team of Directors and Managers including the Controller and IT leadership, and the opportunity to hire new leaders in Finance and Operations. Treehouse is forecasting a budget of approximately \$20M for FY 2022 and anticipates the staff to expand from about 135 to approximately 200 in response to an expanded commitment to serving all youth in foster care across Washington state by 2023.

Representative duties of the COO include, but are not limited to: overseeing the annual agency planning and budgeting cycle; overseeing long-term financial planning and management in alignment with the strategic and business plan; overseeing and assuring effective, accountable processes and reporting in finance and accounting, information technology, facilities, and real estate; assuring best practices and regulatory compliance; preparing materials that reflect the operational and fiscal health of the organization for management and the Board of Directors; and developing mutually supportive, collaborative relationships with Board members and other key volunteers.

Treehouse is charged with oversight and management of the [2100 Building](#), a collaborative space where many local nonprofits are based. The COO will oversee building management and work as a representative of building ownership to tenants and community partners.



OPPORTUNITIES FOR IMPACT



Investing in Infrastructure

The COO role is newly created and expands the scope and responsibility of a prior CFO position. In addition, Treehouse has been conducting a comprehensive organization review to ensure the agency is well-positioned for growth and expansion. The COO will assist in finalizing the structure and staffing levels of the department that will include finance, accounting, real estate, facilities, risk management, and operations.

IT, Systems, Cybersecurity

Treehouse has experienced significant financial and programmatic growth in recent years with growth anticipated to continue for years to come. As such, systems and infrastructure upgrades and expansions are essential for Treehouse to continue to deliver high quality service and fulfill contractual obligations. The COO will provide leadership in evaluating current systems, identifying next steps, and guiding implementation and roll out.

Annual Financial Planning and Reporting

As an executive leader at Treehouse, the COO will play a key role in operationalizing and implementing the organization's strategic and business plans. They will also work with peer executive leaders within the organization to measure key performance indicators, and report on these metrics to the board and other stakeholders.

Real Estate/Facilities

Treehouse recently assumed responsibility for managing the building that the agency occupies at 2100 24th Ave. S in Seattle. This function falls under the scope of the COO's role and is still being formalized. The COO will work with executive and board leadership to formulate and implement a plan to analyze these opportunities, appropriately position Treehouse to manage and operate the properties post-acquisition and evaluate potential development opportunities.

LEADERSHIP ABILITIES



The ideal candidate will have a deep passion for social justice and equity for all children, leadership and relationship-building skills, and strengths in cultural responsiveness, program development and planning, along with exceptional communication, problem-solving, and team development skills. The individual will have a history of collaborating with diverse groups of internal and external stakeholders to develop impactful partnerships and achieve ambitious outcomes. Additionally, successful candidates will be highly organized with proven business acumen and bring experience leading a broad set of operations functions in a social services or educational services organization, especially through times of change.

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

- Experience serving as an Executive Director, Deputy Director, COO, CAO, CFO, Director of Finance, Director of Operations, or similar role(s), or as a senior staff member of an organization, division, or department of comparable size.
- Broad understanding of all aspects of running a mid to large sized non-profit organization (finances, operations, information technology, real estate, and facilities management).
- Experience serving as point person as a Controller or CFO in an organization subject to annual CPA audits.
- Exposure to social sector or nonprofit services, 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.

LEADERSHIP ABILITIES

Commitment to:

- Advancing equity and racial justice in the foster care and education systems.
- Supporting every child who has experienced foster care as they pursue their dreams and transition to independence.
- Antiracism, racial, social, and gender justice in the broader community.
- Valuing differences and embracing opportunities to learn about and respect different generational, cultural, and socio-economic backgrounds.
- Fostering an open, innovative, evolving, committed culture.
- Honesty, integrity, and reliability.
- Leading development of cost-effective, efficient processes across the organization, maximizing return on investment, and ensuring staff has the resources necessary to be successful.

Ability to:

- Navigate competing priorities, multiple stakeholder interests, and varied contexts for accomplishing work.
- Serve as an adaptive leader, facilitating a thriving culture of an evolving organization.
- Motivate others with challenging goals.
- Act as both an initiator and a supporter of solutions and initiative in others.
- Convey the critical importance of the Treehouse mission through exceptional written and oral communication as a lead ambassador within and outside the organization.
- Seek out collaborative relationships within and outside the organization, maximizing the contributions of staff, volunteers,

Board members, and other non-profit and community organizations.

- Give and receive candid, constructive feedback and clearly describe context, parameters and reasons for decisions while remaining impartial.
- Develop a collaborative, team-based environment that inspires and aligns staff to work toward vision and goals by clearly communicating agency vision, implementing yearly staff development plans, and mentoring.
- Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their leadership and mentoring skills.
- Set priorities decisively, delegate responsibilities, assure accountability, and allocate resources to ensure results.
- Demonstrate critical thinking by modeling and leading analysis, seeking input from multiple internal and external stakeholders, when appropriate, and seeking reasonable solutions for complex challenges.
- Partner with People & Equity team on compensation planning, employee benefit program reviews, and employee performance management programs.
- Build working relationships with individuals of various ages, cultures, socioeconomic backgrounds, and abilities.





TOTAL COMPENSATION & BENEFITS

The annual salary range for this position is \$185,000 - \$200,000.

Treehouse is committed to supporting all employees through competitive salary and benefits, a commitment to equity and inclusion, and training and professional development opportunities.

The comprehensive benefits package includes:

- Medical, dental and vision benefits
- Matching 403(b) plan
- Flexible Spending Account for health care and dependent costs
- Long-term disability and life insurance
- Paid holidays and staff appreciation days
- Generous paid time off policy for vacation and sick days
- A dog-friendly office
- Employee Assistance Program
- Dependent medical, dental and vision benefits offered at employee cost

OTHER SKILLS & ATTRIBUTES

- Effective writing skills
- Organizational abilities
- Conflict resolution and mediation skills
- Public speaking/presentation skills



TO BE CONSIDERED

The position is open until filled, with a priority deadline of November 26, 2021.

Candidate materials are reviewed on an on-going basis and initial interviews will begin by late October. Please submit a resume and a two-page (or less) cover letter addressed to the Chief Executive Officer, Lisa Chin at: [CLICK HERE](#)

Please upload the resume and cover letter as a single, combined WORD or PDF document.

You may direct questions to Ed Rogan at ed@valtasgroup.com or 206.697.8428.

Treehouse Commitment to Diversity and Equity:

Treehouse values diversity and it is expressed in all aspects of our work, from the individuals and communities we serve to our organizational culture, employees, and volunteers. We understand that historic structural inequities have influenced each one of us, and we use this knowledge to deliberately cultivate the success of all people and

treat everyone with dignity, humanity, and respect. Treehouse believes that our capacity to affect sustainable change is strengthened when diverse individuals, beliefs and perspectives are included. We model an institutional commitment to equity by investing resources at all levels and working toward measurable indicators of change.

Treehouse is a progressive, equal opportunity employer. All employees and potential employees are entitled to be treated respectfully and without discrimination on the basis of race, creed, color, national origin, religion, sex, sexual orientation, gender expression and identity, age, political ideology, honorably discharged veteran or military status, or disability. Employees are protected from retaliation for complaining of discrimination, opposing discrimination, and cooperating in discrimination investigations.

Treehouse is a harassment free workplace. Treehouse's Seattle office is a dog friendly work environment.

As of October 18, 2021, Treehouse staff are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination by October 18th. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Staff may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.





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.

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