



Chief Operating Officer

Position Type: Full Time

Location: Oakland, California (currently remote during the COVID-19 Pandemic, and could work remotely indefinitely)

Application Window: Open until filled

About Nia:

Nia is the Swahili word for intention and purpose. Our women-led firm brings positive impact investing to carefully designed public market portfolios. We assist individuals, organizations and institutions in investing with values in the public markets. Our unique and concentrated portfolios are built with strong social justice criteria for a sustainable and inclusive economy. We are an activist firm and raise our investor voice to foster systems change particularly when it comes to diversity, equity and inclusion.

Who we are

Nia is a women-led asset management firm investing at the intersection of environmental sustainability and social justice. We are an activist firm seeking to change the face of finance, investing into the very best solutions focused companies. We are known for our work to hold companies to a high standard, engaging with them to improve employee and talent management practices.

Company Culture

Fun team outings and virtual gatherings to include virtual employees
We are all life long learners with a strong learning environment
We take pride in our work

Commitment to Impact

We are an activist firm and use our investor voice to foster systems change.
First GEN Certified Company
Highest scoring financial services company among B Corp Certified companies
We the Change founding member

Changing the face of finance internship program

Committed to building the inclusive, diverse, and equitable financial systems we want to see

Who you are

Nia is seeking a chief of operations to lead our firm to the next level of success. You are a team leader, working with individual team members, inspiring and holding teams accountable, and guiding the organization through Nia's next phase of evolution and growth.

Self-Directed

People person

Organized

Dedicated

Flexible, ability to be nimble and balance priorities

Position Responsibilities

Serving as Nia's primary internal leader, the creative input, flexibility, and autonomy, the COO partners with the CEO and CCO to develop and implement the strategic priorities for Nia.

The ideal candidate will effectively build organization and staff capacity, develop adaptive processes and systems to streamline operations, guide program development and design, and will work toward achieving greater impact organizational metrics. We are a vision led organization, with a start up mentality. We all roll our sleeves up and tackle needed tasks.

Current responsibilities will include, and are not limited to:

Organizational Leadership & Operational Planning

- In partnership with the CEO and other Nia team members, create an agile strategic 1-year, 3-year and 5-year plan and work with the team to operationalize and implement sales, growth, activism and reporting strategies
- Co-manage the team with the CEO, to guide and oversee execution of day-to-day and intermediate priorities
- Support CEO in facilitating strategic engagement of Strategic Advisors to meet short and long term organizational objectives

- Supervise direct reports, responsible for programs, finance, administration, systems, and people functions
- Chief project manager, providing a strong, consistent leadership presence within the organization
- Work with the CEO on annual budgeting processes
- Oversee the effective creation, implementation, and evaluation of annual operating plans
- Ensure consistent communication to the CEO on the status of the organization's overall performance and emerging operational and programmatic opportunities
- Lead and implement change initiatives related to organizational processes
- Drive operational excellence across the organization, implementing and managing systems, processes, and policies that improve capacity, transparency, effectiveness, communication, and ease across the organization as it grows in size and complexity

Desired Skills

- Exceptional strategic thinking skills around operationalization and execution in complex and ambiguous environments
- Entrepreneurial style, with an enthusiasm for working in a dynamic, fast-paced, change-making environment

Generous Benefits

- Health, Dental & Vision Insurance
- Wellness Stipend
- Flexible work policy: some flex hours and opportunity to work from home
- Retirement plan with employer match
- 2 weeks of PTO in the first year, unlimited PTO after one year, nine days of paid holidays
- Additional holiday PTO during the last week of the year