



# Winston-Salem State University Foundation

## Chief Operating Officer



**WINSTON-SALEM**  
STATE UNIVERSITY

*Foundation*

KNOWLEDGE • DEDICATION • RESULTS

*Winston-Salem State University Foundation seeks a passionate, dedicated, and motivated leader to serve as Chief Operating Officer. This position is a member of the Foundation's senior leadership team and reports to the Foundation Executive Director.*

*The WSSU Foundation COO is responsible for the overall financial management, business operations and staff performance of the WSSU Foundation. This role works closely with the ED and leadership team to determine strategies to best fulfill the organization's mission.*

## **The Foundation | WSSU Foundation**

The mission of the WSSU Foundation is to foster and promote the growth, progress, and general well-being of the university.

WSSU Foundation is a separate, not-for-profit, IRS approved 501(c) (3) corporation chartered in 1970 to provide financially for the educational needs of WSSU that cannot be met through state aid or student tuition income. The two entities operate independently. Local community members, alumni, and university administrators make up the Foundation's Board of Directors. The Board oversees how the Foundation raises money, invests donations, and distributes grants, of which WSSU is the sole beneficiary. The Board also advises and supports other activities of the Foundation designed to further the interests of WSSU.

The Foundation operates the Winston-Salem State University Housing Foundation, LLC, an entity that assists in campus development and revenue generation. The WSSU Housing Foundation, LLC exists exclusively for the benefit of WSSU to lease, operate, manage, and contract for the construction of student housing facilities. Since its formation in 2001, the foundation has supported projects that have added 1,100 beds to the campus.

## **The University | Winston-Salem State University**



Winston-Salem State University was founded in 1892 as a co-educational public university. It is part of the University of North Carolina system and enrolls approximately 5000 students. WSSU offers 39 baccalaureate degrees, 50 undergraduate minors, seven master's degrees, two professional doctoral degrees and six post-baccalaureate certifications.

Since its founding, Winston-Salem State University has grown from a one-room frame structure to more than 39 buildings located on a picturesque 117-acre campus overlooking the woodlands of Salem Lake in the heart of Winston-Salem. WSSU is consistently ranked as one of the top HBCU's nationwide and in North Carolina, and one of the top ten military-friendly schools.

The university is number one in the UNC system for North Carolina job placement for graduates and number one in the UNC system for the average salary for Triad-area (Winston-Salem, Greensboro, High Point) graduates. It is home to an award-winning student activities center, top 25 Division II football, basketball, and baseball programs, and offers students 100-plus student organizations.

## The Location | Winston – Salem, NC

Winston-Salem's history began in 1753, when the first Moravians in North Carolina settled on 100,000 acres known as the Wachovia Tract. Their vision of creating a self-sufficient community made it a haven for entrepreneurs. Twentieth-century businesses, such as R.J. Reynolds Tobacco and Hanes Co., also shaped Winston-Salem by bringing remarkable wealth to the city and endowing it with an impressive list of institutions and foundations.

Today, Winston-Salem is the fifth largest city in North Carolina and home to six colleges and universities, including Winston-Salem State University, UNC School of the Arts, Salem College, Wake Forest University, Forsyth Technical Community College, and Carolina University. The city is frequently ranked as one of the best places to live in the US and enjoys an excellent school system and low cost of living. Visit [www.winstonsalem.com](http://www.winstonsalem.com) for details.

The city continues to build a diverse business base, including leading in nanotechnology research, finance, and manufacturing—again reaffirming the city's tradition of forging boldly ahead. With a strong and unwavering commitment to the arts, excellence in healthcare research and technology, and opportunities for specialized and advanced education, Winston-Salem truly is the City of Arts and Innovation.



## The Opportunity | Chief Operating Officer

The WSSU Foundation COO leads and manages the business and financial affairs of the Winston-Salem State University Foundation. The COO applies a broad range of business, managerial, accounting and budgeting business practices to perform a range of financial and business-related duties associated with personnel, auditing, risk management, compliance, grants administration, and finance. This position is responsible for the daily operations and management of the business, financial, and compliance affairs of the WSSU Foundation. The COO reports to the Executive Director of the WSSU Foundation and supervises and supports the Foundation Finance Office team members.

The work of the COO falls into three main categories:

### Business Operations

- Develop scopes of work and manage deliverables for external partnerships.
- Oversee and ensure accuracy of payroll, employee benefits, and ensure compliance with all labor laws, employment practices and applicable policies.
- Oversee process for performance evaluations and compensation review. Support recruitment and talent retention strategies.
- Identify, select, and work with consultants (e.g., legal, financial, HR) to supplement expertise when necessary.
- Liaise with University representatives and provide oversight for joint projects and initiatives.
- Development and management of internal controls, policies and procedures.

## Finance

- Monitor financial performance and develop long range financial plans that align with the organization's strategic priorities.
- Develop annual, multi-year, and project/grant budgets.
- Manage project revenue and restricted funds usage.
- Act as liaison with the Board Finance Committee & present financial reports and budgets to the Board and Executive Committee.
- Oversee monthly and annual financial reporting, including the conduct of an annual audit and federal single audit.
- Review and approve financial transactions. Manage banking relationships and investment accounts.

## Leadership & management

- Help establish and track progress towards organization-wide goals.
- Actively participate in the development of funding proposals and new initiatives.
- Engage with the Board of Directors, primary funders, and other key external stakeholders around organizational impact and plans for the future.
- Participate in and support strategic planning initiatives.

## Candidate Requirements

### Experience:

- Bachelor's degree, accounting, operations or business management preferred.
- A minimum of seven years of professional experience in operations and management
- Depth of experience in managing teams, supporting cross-functional collaboration, developing staff, and setting clear goals
- Experience in nonprofit financial management (accounting, budgeting, risk management, control reporting) for a complex organization with multiple funding sources with diverse program areas

### Skills and Qualities:

- Knowledge of GASB accounting, including fund and grant accounting, compliance and reporting
- Excellent oral, written and presentation skills
- Thoughtful decision-maker and strategic delegator
- Influential and collaborative leader committed to creating a culture of transparency, inclusion and success

## **APPLY HERE**

*WSSU Foundation has retained Capital Development Services (CapDev) to conduct a search for this position. Candidates should include a cover letter and a resume. All material will be kept confidential.*

***Application materials will be reviewed as received; we encourage applicants to apply no later than September 15, 2023.***

*Additional inquiries may be directed to [search@capdev.com](mailto:search@capdev.com).*