

Chief Operating Officer  
Chicago, IL or Oakland, CA



***YR Media, formerly Youth Radio, is an award-winning leading media, technology, and music training center and platform for emerging BIPOC content creators who are using their voices to change the world.***

# Future Generations Matter

For nearly 30 years, YR Media (formerly Youth Radio) non-profit production organization has invested in future generations championing our voices, and those before us.

To fulfill our mission, YR Media provides training, access to national outlets, and eventually, a platform to share their experiences, creativity and critical skills across media, music, podcasting, design, interactive and more.

They link up with outlets like Teen Vogue, NPR, Pandora, and NYTimes to further amplify our work. Over the years, we have won a lot of awards. More humble bragging [here](#).



## Our Mission

YR Media equips emerging content creators between the ages of 14-24, primarily BIPOC, with an immersive media arts education, top industry mentors, paid career-track employment, and holistic support services including counseling and healthy food. Young people leverage these offerings to become civically engaged citizens driving systemic change and disruptors that diversify the traditional media landscape by creating stories, art and music that matter.

## Our Vision

To place power in the hands of young content creators, especially those from historically underrepresented groups, and ensure their diverse voices lead the way in shaping the future of our world.

# Who We Are



YR Media produces and amplifies media, music and technology content with audiences in the millions through our platforms as well as our partners. As media and music educators within our Oakland headquarters and content producers on a national level, we focus on bringing forth underrepresented perspectives.

Headquartered in downtown Oakland, California, with a national footprint and a hub in the Midwest, the non-profit has spent nearly 30 years helping future generations (ages 14 to 24) build crucial skills in journalism and multimedia content. YR Media (formerly known as Youth Radio) produces journalism, music, graphic design, podcasts and documentaries that disrupt and shape the mainstream narrative.

## Editorial Policy

YR Media journalism is driven by the organization’s mission to promote equal opportunity for America’s youth, and to build public understanding and accountability with respect to youth issues and policy.

## Awards

Over the past 25 years, our student-led journalism has made an impact — earning some of the industry’s highest honors, from the Alfred I. duPont-Columbia Award in 2000 to the George Foster Peabody Award, and our most recent: the 2018 Edward R. Murrow Award.

## Leadership

YR Media is led by senior-level professionals and executives who provide expertise in youth development, technology and engineering, media production and entrepreneurship.

# Careers at YR Media

As they grow, YR Media seeks exceptional talent, with an entrepreneurial spirit, who can lead them to the future of YR Media. YR Media welcomes smart, passionate people who share their values and seek a collaborative environment. They seek people who are hard-working, creative, fun, and driven to go above and beyond to take the organization to the next level. They hire people who believe in the talent and potential of every young person.

YR Media is committed to the principles of equity, diversity, and inclusion and to collaborating with a staff that represents the communities we serve. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.

## What We Do

YR Media helps aspiring leaders build their career readiness skills through intensive, experiential media education, employment programs and holistic, wraparound services that position them to pursue careers in media, tech and creative industries and become thoughtful, civically engaged citizens.

## Who We Serve

Young, majority BIPOC creatives, journalists, and entrepreneurs are leading conversations, creating change in their communities, and are passionate about making a brighter future for their generation and those to come.

## The Opportunity

YR Media's Chief Operating Officer (COO) reports to the Chief Executive Officer (CEO) and oversees the day-to-day business and operational aspects of YR Media. As a key member of the executive team, the COO will work closely with the CEO to ensure that YR Media has the appropriate strategies and processes in place to make it an effective, efficient, sustainable organization – and “a great place to work.” The COO is responsible for the oversight of, Human Resources (HR), Facilities, and Office facilities of the organization, including the expansion of setting up the upcoming physical Chicago location. Ideally, the COO will partner with the CEO to help integrate across all functions, with a special focus on alignment of Finance, Technology and Facilities, working with executive team members as well as heading up business development and corporate sponsorship initiatives in alignment with YR's Growth and Development department.



## Position Duties and Responsibilities

---

- ❖ As a key member of the executive team, the COO will work closely with the CEO and executive team on a range of key strategic, business, and operational issues; collaborates with the CEO and executive team to develop and implement plans for the operational infrastructure of systems, processes, and staff designed to meet the current and emerging objectives of the organization
- ❖ Leads and develops a team of operational professionals with responsibility for human resources (people & culture), facilities, partnerships, meetings, and office operations
- ❖ Oversees the process for developing the annual organizational budget, ensuring that the annual budget supports the organization's long-term goals, as well as its internal functions; regularly tracks financial performance, works with the CFAO in recommending high-level financial adjustments to the CEO; and, develops and distributes timely, accurate, and complete reports relative to the organization's finances and operations
- ❖ Implements best practices to support efficient and financially responsible operations and accurate, timely, and fully compliant accounting, financial reporting, audits, and internal controls
- ❖ Partners with the CEO and executive team to drive overall organizational effectiveness, including strategic, operational people strategies, organizational culture, and change initiatives throughout departments leading to improved business results, employee satisfaction, and productivity
- ❖ Partners with the executive team to support the organization's business development, fundraising, and corporate sponsorship efforts
- ❖ Develops presentations and reports for the CEO that are tailored to the Board of Directors reflecting high-level summary data for finance and operations

# Position Qualifications

---

## Education/Certification

- ❖ Bachelor's degree, master's degree is a plus.

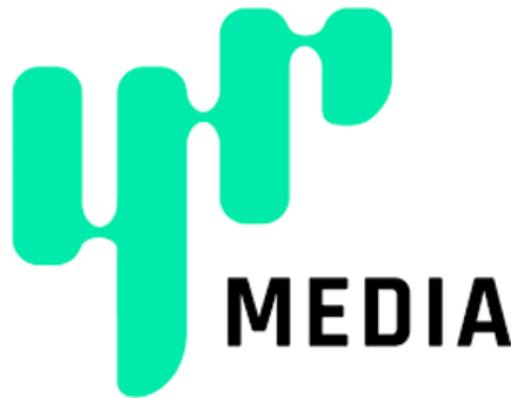
## Experience and Expertise

- ❖ At least 10 years of progressive management experience; at least five years of executive-level experience overseeing finances (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources and a budget of at least \$10 million
- ❖ Experience in acquisitions for expansions to establish funded, sustainable hubs in Midwest
- ❖ Experience in media and/or music organization is a plus
- ❖ Significant strategic leadership, management, and decision-making experience with direct accountability for results at the executive level in an organization of comparable scale
- ❖ Thorough understanding of business operations, business analysis, systems, IT platforms, emerging technologies, human resources, and financial management
- ❖ Experience successfully leading organizations through DEI training and desire to work with/among youth (two-way mentorship) providing the necessary guidance to leadership and staff

## Skills and Abilities

- ❖ High attention to detail; producer of quality work
- ❖ Exceptional writing, speaking, and presentation skills. Experience making effective presentations to varied audiences including the executive team, staff, and the Board
- ❖ Ability to make timely decisions to ensure the smooth operation of an organization
- ❖ A successful track record of building organizational systems that enable organizations to scale up programmatic work and increase efficiency and effectiveness.
- ❖ A successful track record of building, motivating, and mentoring high-performing teams across functional areas, including senior-level professionals, and connecting with staff
- ❖ Strategic Thinker and leader and/or mentor
- ❖ Excellent analytical and abstract reasoning skills, plus excellent organization skills

# To Apply



## Location Requirements:

The employee's principal place of work shall be located in Oakland, CA or Chicago, IL

**Salary Range:** \$150K - \$180K

Applications should be submitted to:

<https://driwaterstonehc.com/available-positions/YR-Media-chief-operating-officer>

All first-round interviews for this position will take place with DRiWaterstone Human Capital via video conference.

DRiWaterstone is an executive search firm that recruits senior leaders for non-profit and social enterprise organizations.

YR Media is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.