



Chief Operating Officer

The Chief Operating Officer (COO) will be responsible for overseeing day-to-day administrative and operational functions of the business. The ideal candidate will be a values-based strategic thinker who is able to operate independently. The COO will collaborate with the Chief Development Officer and Chief Programs Officer. The COO will report to the Chief Executive Officer.

Qualifications

- Bachelor's degree required; advanced degree with experience in nonprofit management preferred
- Competencies include strategic thinking, financial management, and program management
- Excellent communication and presentation skills, both written and oral
- Comfortable in a complex environment with diverse constituents and partner organizations
- Ability to work effectively in a dynamic and distributed work environment
- Database management and Salesforce CRM experience preferred
- Military experience preferred

Responsibilities

- Coordinate with the Chief Executive Officer, Chief Development Officer, and Chief Programs Officer to make operational decisions and set strategic priorities for the organization
- Serve as operations and strategic leader, and provides leadership and guidance to ensure key initiatives, program regulations, performance outcomes, and operations are managed appropriately, in accordance with applicable local, state, and federal laws
- Collaborate with the Chief Executive Officer and Chief Programs Officer to synchronize tasks across the organization and direct prioritization by developing and implementing plans for the operational infrastructure in the form of policies, systems, processes, and staff development to improve the overall operations and effectiveness of the organization
- Evaluate all areas of organizational performance by gathering, analyzing and interpreting data and metrics; recommend improvements where needed
- Ensure all program initiatives and associated expenses align with organizational values
- Manage organizational budget; provide financial estimates and analysis of existing program and policies to Chief Executive Officer and Board of Directors
- Oversee coordination and preparation for the organization's annual financial audit
- Ensure the organization runs legally and remains in compliance with established regulations
- Review, revise, and maintain human resources policies; promote their implementation and monitor adherence throughout the organization
- Manage and maintain human resources records for all employees
- Manage relationships/agreements with external partners, vendors, and contractors to include the organization's bookkeeper, software developer, and certified public accountants
- Manage organizational insurance coverages to include workers compensation, directors and officers liability, and general liability
- Manage employee benefit plans to include health insurance and SIMPLE IRA



- Collaborate with the Chief Executive Officer to manage development of organizational communications including social media, press releases, newsletters and annual reports
- Oversee management of veteran, mentor and donor databases

Compensation: \$100,000 annual salary with consideration given to level of experience

Benefits: Paid Time Off, Health Insurance Coverage for Employee, Matching IRA, Cell Phone Stipend

To Apply: Please email Cover Letter and Resume to charlie.bailey@commitfoundation.org