

CHIEF OPERATING OFFICER Vacancy Announcement

BACKGROUND

In 2010, the National Breast Cancer Coalition (NBCC), a grassroots advocacy organization, launched **Breast Cancer Deadline 2020®**, with a goal of knowing how to end breast cancer by January 1, 2020. NBCC's Deadline blueprint is a strategic plan of action for knowing how to prevent the development and spread of breast cancer. Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer.

POSITION SUMMARY

Reporting directly to the President, the Chief Operating Officer (COO) role is an exciting opportunity for a results-oriented management professional to have a tremendous impact by focusing on the refinement and optimization of day-to-day operations and cross department collaboration throughout the organization. This key senior leader will be responsible for general supervision of the internal operations of NBCC, including programs, financial oversight of the organization's budget, and designing and implementing systems capable of supporting NBCC as it grows.

The COO identifies opportunities and challenges and works across departments and teams to come up with highly innovative solutions. The COO oversees the Operations Team and the following functions: IT, Human Resources, Finance, Legal, and Facilities Management and manages progress and interaction within and among all departments. This is a full-time, exempt position located in Washington, DC.

The ideal candidate will be a natural leader who is able to effectively manage and empower people to achieve results. S/he must be a continuous learner who has a demonstrated commitment and investment in teaching others. The COO will have a strong work ethic, a commitment to clear goals and measurable outcomes, an ability to learn quickly and work well in teams, and have a passion for the vision, mission, and strategies of NBCC.

This position will support presidential leadership and direction for the organization to push NBCC to new heights of success with its mission to serve as a powerful voice, speaking for women and men across the country, demanding and working toward an end to breast cancer. The Chief Operating Officer will partner closely with the President to chart NBCC's future growth and strategic direction to achieve the organization's mission and its blueprint for knowing how to end breast cancer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Chief Operating Officer will be responsible for the following:

- Overseeing and directing all facets of the daily operations of NBCC, aligning human, physical and fiscal resources to meet the challenging goals of the organization
- Providing innovative and strategic leadership for planning, executing, leading and evaluating departments, programs and projects
- Supporting and leveraging the President by taking on oversight of internal functions, allowing the President to devote the majority of her time at the strategic/external level
- Structuring and leading teams to deliver outstanding results
- Developing and monitoring annual business plan and budget
- Planning and leading staff meetings, including those for Senior Staff and All Staff
- Overseeing the financial resources and functions for the 501(c)(3) and 501(c)(4) organizations including financial statement preparation and analysis, budget, taxes, audit and forecasting
- Maintaining a working knowledge of the issues related to breast cancer and of the political, legislative, regulatory and economic framework relevant to NBCC's work
- Identifying best practices and improving internal systems with an eye toward future needs and budget realities
- Ensuring compliance with government regulations at federal, state and local levels
- Overseeing payroll, pension, 401(k) plan and all other employee benefits
- Administering, maintaining, developing and implementing procedures for ensuring the security and functionality of all technology resources including computer hardware, software, databases, networking and telephone system
- Fostering an organizational culture that promotes initiative, appropriate risk taking, learning, cooperation, equity, and mutual respect
- Overseeing facilities management and related lease responsibilities and ensuring safety and security of NBCC office space
- Overseeing the human resource functions, including the development and implementation of effective recruiting, hiring, compensation, benefits, training, professional development and performance evaluation policies
- Monitoring and managing all NBCC legal issues including trademarks, personnel matters and any other legal matters
- In partnership with President and CAO, supporting the Board of Directors, producing and overseeing operations related board materials and department reports. In partnership with the President, supporting the BOD and ensuring it is well informed of all critical operations projects, work, and risks

QUALIFICATIONS & REQUIREMENTS

The successful candidate will be a dynamic leader with a creative and accomplished track record of 10+ years of seasoned leadership experience as a focused executive in the non-profit or corporate arena or in the public sector. Other requirements include:

- Bachelor's Degree required; Master's Degree preferred
- Working knowledge of non-profit management, operations, personnel, and administrative functions; experience in 501(c)(3) and 501(c)(4) organizations a plus.
- Comfort serving in "deputy" or "number 2" leadership role within a dynamic organization with a style and approach to accomplishing goals that matches the position
- A verifiable track record of success with short and long range planning and program development, including implementation and evaluation, and relationship building
- Proven track record of strategic financial management, business strategy, strategic planning, and business process creation and refinement
- Skilled at analyzing, interpreting, and using data to approach issues and devise well-organized solutions
- Demonstrated ability to interact with staff at all levels in an environment of change and growth while developing and fostering an organizational atmosphere of collaboration
- Experience managing cross-functional teams to develop and implement systems and processes to increase effectiveness and efficiency
- Ability to remain focused in the face of pressure, deliver against timelines, handle multiple priorities, and nimbly manage tasks/time limitations
- Sophistication, with the intellectual depth and maturity to collaborate effectively with the President, other executives, staff, Board members and others and the confidence to defend/debate ideas without ego interfering
- Discipline and a high energy level; a "doer" with a willingness to work hands-on with limited budget and resources
- Significant experience with computerized accounting and database programs, preferably QuickBooks, Raiser's Edge and Convio; proficiency in Microsoft Office Suite

To Apply:

Email cover letter with resume and salary requirements to jobs@breastcancerdeadline2020.org with "Chief Operating Officer" as the subject line. Sorry, no phone calls please. NBCC is an equal opportunity employer that especially welcomes applications from breast cancer survivors, women, and people of color.