



POSITION DESCRIPTION

TITLE: CHIEF OPERATING OFFICER-CHIEF OF STAFF

DEPARTMENT: OPERATIONS

SUPERVISOR: PRESIDENT

POSITION SUMMARY

Reporting directly to the President, the Chief Operating Officer/Chief of Staff (COO/COS) will support and contribute to the internal overall leadership and direction for the organization to push NBCC to new heights of success collaborating with the President on all matters of organizational significance.

The COO/COS will manage the day-to-day activities of NBCC and engage in organizational review and direction setting, program oversight and direction/leadership on various mission-critical issues, including highly visible issues that relate to the work of the organization. This person will play a key role in day-to-day staff leadership and will identify opportunities and challenges and work across departments to come up with highly innovative solutions.

The COO/COS will have seven direct reports: Director of NBCC Center for Advocacy Training, Director of Government Relations, Director of Advancement and Director of Communications and Marketing, in addition to Operations Manager, Finance Manager and Information Systems Administrator, and will oversee the Operations Team and the following functions: IT, Human Resources, Finance, Legal, and Facilities Management.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Chief Operating Officer/Chief of Staff will be responsible for the following:

- Serving and supporting the President by creating and strengthening new and existing initiatives to advance the organization
- Providing innovative and strategic leadership for planning, executing, leading, and evaluating departments, programs and projects
- Strategic planning and implementation; developing and implementing strategies to leverage new and long-term support to achieve NBCC's ambitious strategic goals and plans
- 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
- 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
- Oversee Development, Communications, Government Relations, and all Programs and Advocacy Training efforts
- Structuring and leading teams to deliver outstanding results

- Developing and monitoring annual business plan and budget, overseeing the financial resources and functions for the 501(c)(3) and 501(c)(4) organizations
- Oversee the C3 and C4 Board and Board Committee meetings; producing and overseeing operations-related board materials. In partnership with President, supporting the Board of Directors and ensuring the Board is well informed of all critical operations projects, work, and risks
- 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, and all other employee benefits
- Review and approve contracts for service
- 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, in collaboration with the Operations Manager, 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
- 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

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
- An ability to work and communicate effectively with staff, Board of Directors, constituents, media and the community
- Willingness to travel & work evenings and weekends when required.
- A sense of humor

To Apply:

Email cover letter with resume and salary requirements to jobs@breastcancerdeadline2020.org with “Chief Operating Officer/Chief of Staff” 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.