



Educate - Support - Empower

CHIEF OPERATING OFFICER JOB DESCRIPTION

Fear 2 Freedom (F2F), invites applications for Chief Operating Officer (COO). Since its inception in 2011, F2F has grown to a staff of 6 with an annual revenue of \$600,000. F2F has partnered with more than 40 colleges and universities and over 100 hospital and community partners in 14 states. F2F seeks individuals with compassion and the ability to advance F2F's mission to restore hope & dignity to survivors of sexual assault while empowering college students & communities to Be The Change combating sexual violence in all its forms.

The COO is responsible for the management of several key areas of the organization, supporting and reporting directly to the Chief Executive Officer (CEO.) The COO manages personnel functions, operations, and finances carried out through F2F's Finance, HR, Program and Logistics departments. The COO has a strong working relationship with the CEO and must be able to manage variety and complexity daily.

The COO will:

- Collaborate with the CEO to advise on new and existing business plans and projects. Provide financial and staffing planning models to support the mission and goals of F2F.
- Serve as a key partner in developing and revising strategic initiatives to position the organization effectively for the future.
- Develop and monitor operating policies and procedures and oversee the work of program and logistics staff to ensure the achievement of the organization's mission and compliance with annual goals.
- Work with the CEO and Finance Committee to coordinate the development of annual budgets, both overall organizational budgets and programmatic budgets.
- Monitor the daily/weekly/monthly implementation and ongoing evaluation of annual budgets, making recommendations for adjustments as necessary.
- Design and implement human resource strategies for the organization along with securing and protecting F2F's trademarks, assets, facilities and equipment.

Other responsibilities include:

- Manage vendor relationships and outreach, including working closely with Accounting bookkeeper service, trademark attorneys, auditor, and other important vendor relationships
- Monitor all financial accounts, working closely with external financial resources (bankers, insurance brokers, consultants) for the organization.
- Manage programs, operations, and key functions of the organization
- Manage program staff and facilitate team building activities for team members
- Ability to handle disciplinary actions and/or performance evaluations for staff
- Assist CEO with external communications & representation of F2F
- Maintain software systems and subscriptions for the organization
- Oversee and manage F2F's inventory process via Quickbooks online
- Oversee day to day operations and administration for the organization

- Create content and participate in social media marketing efforts for the organization
- Maintain operating policies and procedures and develop new policies necessary for growth working closely with the CEO
- Make operational recommendations to the CEO, including but not limited to maintenance, expansion, services, materials, supplies, equipment and services not provided in approved plans and/or budgets
- Monitor all HR functions, including but not limited to: onboarding with new employees, intern recruitment, conducting orientations and collecting required documentation, maintaining policies & procedures manual, PTO management, unemployment, workers compensation, employee benefit enrollment, billing and benefit changes, recognition and safety programs along with routine administrative duties. Maintain all personnel and payroll records for the organization
- Oversight to include:
 - Filing of all required legal, fundraising and financial reports to state and local governments and/or organizations annually
 - Oversee timely financial reports including Statement of Financial Position and Statement of Activities with the accounting bookkeeper service
 - Preparation of organization's annual budget completed annually
 - Audit and preparation of tax returns with outside auditors
 - Maintain all financial records and functions of the organization

QUALIFICATIONS:

- Bachelor's degree, Master's Degree optimal
- Minimum of 4 years demonstrated, successful experience in nonprofit management
- Ability to effectively present information and respond to questions from Executive management and the Board of Directors
- Demonstrated leadership experience in personnel management along with financial planning and management
- Demonstrated budget preparation for a non-profit organization
- Excellent verbal and written communication skills
- Ability to write/create reports, operating procedures and business correspondence
- Strong planning and project management skills
- Strong interpersonal skills and ability to work well with individuals across all organizational levels
- Ability to operate in a fast paced, dynamic environment and manage multiple projects at the same time and meet deadlines
- Has high standards and personal and professional integrity
- Ability to travel, work nights and weekends as needed

Salary Range: \$55K - \$65K

All interested candidates, please submit a cover letter and resume to Chief Executive Officer, Virginia Woodward at virginia@fear2freedom.org