



CHIEF OPERATIONS OFFICER

Moms for America® is a national nonprofit corporation in an exciting phase of growth and development. We are seeking a Chief Operating Officer (COO) to proactively manage day to day operations and be the right hand of our energetic CEO. This is an opportunity to further develop a committed, creative team (of mostly moms); working to support and grow **Moms for America®** through the mom-centered, family-focused, liberty-promoting programs and resources of our nonprofit corporation and affiliated political organization.

Moms for America is a national movement of mothers to reclaim our culture for truth, family, freedom, and the constitution by empowering moms to promote a love of liberty in their homes, advance the principles of liberty in their communities, and secure those principles with their vote.

The COO is a senior executive and second in command of the corporation reporting directly to the CEO. The ideal candidate will possess strong leadership and communication skills and be passionate about Moms for America's core values and beliefs.

The COO will effectively communicate and foster growth among all employees, providing a vital leadership role that will drive results, spur growth and increase the overall efficiency of the corporation.

Responsibilities

- Structure and implement organizational efficiencies
- Oversee daily operations of the company and the work of executives
- Present information and/or attend Board Meetings as requested
- Design and implement business strategies, plans and procedures
- Establish and achieve organizational goals
- Establish policies that promote company culture and vision
- Supervise staff and lead employees to encourage excellence
- Write and submit reports to the CEO
- Manage relationships with partners, vendors, and affiliates

Requirements

- Integrity
- Approachable Leadership Style
- Steady Problem solver
- Ability to develop and manage key performance metrics
- Understand the interaction between Operations, IT, Finance and Marketing
- Knowledgeable of regulatory issues
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus

Pay \$105,000-\$150,000 based on experience